GILBERT NEUROLOGY

JONATHAN W. HODGSON, DO
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TELEPHONE: (480) 926-0644
FAX: (480) 926-0645

3507 S. MERCY RD., STE. 101
GILBERT, AZ 85297

1452 N. HIGLEY RD.
GILBERT, AZ 85234

Dear New Patient:

Thank you for your recent request for an appointment with Gilbert Neurology.

We are pleased to schedule your appointment as follows:

Provider:_____

Date: _____ Check in Time is _____ am/pm

You need to arrive 30 minutes prior to your scheduled appointment time.

There is a possibility you will not be able to be seen if you do not arrive as requested before the scheduled time of the appointment *with paperwork completed* due to the paperwork and chart preparations required by our staff.

Please fill out the enclosed paperwork beforehand in black ink and bring it with you to the appointment.

Remember to bring the following to your appointment:

1. **Completed paperwork**
2. **Current Insurance cards**
3. **Any appropriate recent lab test results, medical reports, and MRI – CT – X-rays completed for the specific condition for which you will be seeing the doctor**

Referral form from your primary care physician if your health plan requires it. *IF YOU DO NOT HAVE YOUR REFERRAL AT THE TIME OF YOUR APPOINTMENT, YOU WILL BE RESCHEDULED.*

5. **List of Medications**

If you have any questions, please call Gilbert Neurology at (480) 926-0644
Thank you!

Gilbert Neurology

Patient Registration

3507 S. Mercy Rd. Ste 101 Gilbert AZ 85297
1452 N. Higley Rd.Gilbert, AZ 85234
(480) 926-0644 Phone (480) 926-0645 Fax

Patient Name:_____ Gender:___M___F **Date:**_____

Street Address:_____ S.S. #_____

City, State, Zip:_____ **Date of Birth:**_____

Home: (___)_____ Cell: (___)_____

E-mail address:_____

Local Address: _____ ___married ___single ___divorced

City, State, Zip: _____ ___ widowed ___ partnered

Preferred language: ___English ___Spanish ___Other_____ Race: ___American Indian ___ Asian ___African American ___White

Ethnicity: ___Hispanic or Latino ____Not Hispanic or Latino ___Hispanic or Latino ___ Other

Employer:_____ Work Phone: (___)_____

Referring Physician:_____ Phone: (___)_____
Last name First Name

Address:_____ Practice Name:_____

Primary Care Physician:_____ Phone: (___)_____
Last Name First Name

Address:_____ Practice Name:_____

Pharmacy:_____ Phone:(___)_____

Address:_____ City, State, Zip:_____

Mail Order Pharmacy:_____ Phone:(___)_____
Address:_____ City, State,Zip:_____

Primary Insurance:_____ ID #:_____
Address:_____ Group #:_____
City, State, Zip:_____ EffectiveDate:_____

Secondary Insurance:_____ ID #:_____
Address:_____ Group #:_____
City, State, Zip:_____ Effective Date:_____

If the Patient is Not the Primary Insured

Name of Primary Insured:_____ Date of Birth:_____
Relationship to Patient:_____ S.S.#:_____
Employer:_____ Phone: (___)_____

Emergency Contact:_____ Relation to Patient: _____
Address:_____
City, State, Zip:_____ Phone: (___)_____

Do you have a living will? ____yes ____no Do you have a Power of Attorney? ____yes ____no

Signature:_____ Date:_____
Circle one: Patient / Parent / Guardian

Gilbert Neurology

Jonathan Hodgson, DO, Ajo Joy, MD, Mildred Dejesus, MD, Brian Beck, MD
Michelle Raphael, DO, Jaime Rawson, DO, Celeste Fine, FNP-BC, Jonathan Henriquez, MSN, NP-C
3507 S. Mercy Rd. Ste.101, Gilbert, AZ 85297 1452 N. Higley Rd. Gilbert,AZ 85234

Name: _____ **DOB:**_____ **AGE:**____ **Date of appointment:** _____

What is the main problem you are having? _____

Is this due to an accident? ___Y ___N ___Don't Know **Is a legal case pending?** ___Y ___N ___Maybe

R___ L___ HANDED **Who referred you to Gilbert Neurology?**_____

Allergies: None

Include allergies to medications and other medical products (ex: tape, latex and iodine)

Name of medicine or product:	**Description of reaction:**
_____	_____
_____	_____
_____	_____

What *MEDICINES* are you taking?

Name of Medicine	Dosage	Times per Day	For What	Approx. Date Started
•				
•				
•				
•				

What over the counter (OTC) medicines, vitamins or herbal supplements are you taking?

_____

Have you stopped any medicine recently or used other medicine in the past for this problem?

_____

Do you take birth control pills, patch or implant? **Y** **N** **What?** _____

PAST MEDICAL HISTORY **Check those that apply (active or inactive)**

anxiety	fibromyalgia	neuropathy
anemia	headache	osteoporosis
asthma/emphysema	heart disorder	rheumatoid arthritis
cancer	hepatitis	seizures
type?_____	high blood pressure	stroke
brain aneurysm	high cholesterol	thyroid disorder
dementia	kidney disorder	TMJ
depression	lupus	stomach ulcer
diabetes	multiple sclerosis	chronic pain in:
eye disorder		__back ___neck ___other

Other medical conditions: _____

Name:_____ **DOB:**_____

SURGICAL HISTORY None

Type of Surgery and reason Year

_____ _____

_____ _____

_____ _____

FAMILY HISTORY

Do you have any family members with similar problems as you? **Y N**

Do you have any family members with?

Autoimmune disease ☐ **Y** ☐ **N** who? _____ stroke **Y** ☐ **N** who?_____

seizure disorder **Y** ☐ **N** who?_____ neuropathy **Y** ☐ **N** who?_____

headaches ☐ **Y** ☐ **N** who?_____ brain aneurysm **Y** ☐ **N** who?_____

SOCIAL HISTORY:

Marital Status: Single Married Divorced Widowed Partnered

Do you use tobacco? Yes No Cigarettes-pks/day_____ Chew -#/day _____

Number of years_____ Year quit_____

Do you drink alcohol? Yes No How much? _____

Do you currently use recreational or street drugs? Yes No

What is your occupation or major daytime activity? _____

In the **past 3 months:**
How many visits to the ER, Urgent Care for treatment?_____

What facility?_____

Have you had any Tests done already? (e.g., MRI, Cat scan, EMG, X-rays, Ultrasound, etc…)

Test / X-Ray	**Approximate Date Done**	**Result**	**Facility**

Review of Systems History-Please circle any symptoms you have

Patient Name: _____DOB: _____Date: _____

General

Poor Appetite	Trouble Walking	Muscle Cramps	Weight Loss
Lack of Sleep	Fatigue/Tiredness	Clumsy	Joint Pains
Cold Hands/Feet	Dull taste/smell		

Dermatological

Rash	Dry Skin	Bruise easily	Itching

ENT

Dizziness	Jaw Click	Facial Pain	Ringing in Ears
Double Vision	Poor Hearing	Drooling	Dry Mouth

Cardiac, Circulatory, Respiratory

High BP	Swollen Ankles	Fainting	Shortness of Breath
Chest Pain	Irregular Heart Beat	Palpitations	

Gastrointestinal

Nausea	Vomiting	Stomach Cramps
Constipation	Diarrhea	

Genital and Urinary

Unable to hold urine	Kidney Stones	Hesitancy to Urinate
Frequent urination	Urge to Urinate	Impotence

Pregnancy and Gynecology (women only)

____# of pregnancies	Hot flashes	Menopause
Irregular Periods	Duration of periods_____# of days	

Neurological

Dizziness	Weakness	Tremor	Seizures
Poor Memory	Numbness/Tingling		

Musculoskeletal

Back Pain	Swelling of joints	Muscle or joint pain	Stiffness

Psychiatric

Anxiety or tension	Depression	Stress	Moodiness/Temper

Comments:_____

_____

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Consent to Obtain External Prescription History

I, _____ , whose signature appears below, authorize Gilbert Neurology and its affiliated providers to view my external prescription history via the RxHub service.

I understand that prescription history from multiple other unaffiliated medical providers, insurance companies, and pharmacy benefit managers may be viewable by your provider and staff.

My signature certifies that I read and understand the scope of this consent and that I authorize the access.

_____ _____
Patient Name DOB

_____ _____
Patient Signature Date

_____ _____
Witness Signature Date

Gilbert Neurology, P.L.L.C. Financial Policy

3507 S Mercy Rd., Suite 101 Gilbert, AZ 85297 (480) 926-0644 Fax (480) 926-0645
1452 N. Higley Rd. Gilbert, AZ 85234 (480) 926-0644 Fax (480 926-0645

Patient Name_____

*****PLEASE INITIAL ALL OF THE FOLLOWING*****

_____ **Unless 24-hour notice is given, I understand that there will be a $25 charge for broken appointments.**

_____I understand that I am financially responsible for any copayments, deductibles, coinsurance and all charges which are not covered by my insurance. I understand that verification of coverage does not guarantee payment of benefits. My insurance company determines insurance benefit payments. I understand I will be responsible for that portion of all charges not covered by my insurance.

____I understand that I am responsible for all charges if it is determined that the insurance information I have provided is not correct.

____**Due to the large number of insurance plans and policies, it is the patient's responsibility to be aware of the services that are covered by your plan. Please call your insurance company for an explanation of your benefits.**

____**I understand that I am responsible for my co-pay at the time of my visit. We accept cash, all major credit cards, and personal checks.**

____I understand that there is a $25 charge for a Non-Sufficient Funds (NSF) check.

____I understand that there is a $25 charge for all forms deemed necessary and filled out by the Physician OR Nurse Practitioner (e.g. Disability, FMLA, etc.) and I understand that I need an appointment with the Doctor or Nurse Practitioner to fill out these forms.

____I understand that Gilbert Neurology does not accept liens; worker's compensation, or MVA/auto claims and that I am responsible for any insurance claims denied as such. If my medical insurance denies or takes back any monies provided, I understand that I am responsible to pay all claims in full.

____If my account is not paid in full within 90 days, I understand that it will be considered delinquent. No additional appointments will be made for patients with delinquent accounts until they are brought current. Delinquent accounts will be turned over to a collection agency.

____I hereby authorize the release of information that may be necessary in the processing of any insurance claims.

____I hereby authorize my insurance company to make payment directly to: Gilbert Neurology, P.L.L.C.

____**I have read and I understand the above Financial Policy and I agree to abide by its terms. No changes to this policy by the patient will be acknowledged. Questions may be directed to the billing office.**

Signature of patient (or parent / guardian) _____

Print Name _____ **Date**_____

Gilbert Neurology

480-926-0644 480-926-0645-fax

Patient Communication and Consent

Patient Name: _____Date of Birth: _____

There are occasions when Gilbert Neurology may have to call to discuss Confidential Protected Health Information. Please let us know how you would like us to get this information to you:

____ Ok to call my home/cell phone and leave a message on the answering machine

____ Ok to call my home but DO NOT leave a message

____ Do Not call my home phone but call this number ( ) _____

____ Do Not leave message with family member

Who may receive information regarding your Protected Health Information?
Check all that apply.

____ Spouse Name and date of birth: _____

____ Children Name and date of birth _____

Name and date of birth _____

Name and date of birth _____

____ Parents Names and date of birth: _____

____ Significant Other/Friend Name and date of birth: _____

_____

I have received a copy of the Notice of Privacy Practices from this provider and authorize the above list of persons who may receive my Protected Health Information. I may revoke this at any time by giving written notification to Gilbert Neurology.

I hereby authorize Gilbert Neurology to release any medical or incidental information to my referring physician or any other physicians who have been or may become involved with my care.

I also authorize the release of information that may be necessary in the processing of any insurance claims.

I also authorize the release of any medical records including pharmacy records to Gilbert Neurology upon request.

Signature: _____Date: _____

GILBERT NEUROLOGY, P.L.L.C.
HIPAA PRIVACY NOTICE

Purpose of this Notice
At Gilbert Neurology, P. L.L.C. we are committed to treating and using protected health information about you responsibly. We are also required by federal law to take reasonable steps to ensure the privacy of your health information.

The use and disclosure of Protected Health Information (PHI) is regulated by the federal law, the Health Insurance Portability and Accountability Act (HIPAA). You may find these rules in 45 Code of *Federal Regulations* Parts 160 and 164. This Notice attempts to summarize key points in the regulation. The regulation will supersede this Notice if there is any discrepancy between the information in this Notice and the regulation.

Effective Date
The effective date of this Notice is April 14, 2003.

Privacy Officer
Gilbert Neurology,P. L.L.C. has designated a Privacy Officer to oversee the administration of privacy at this office and to receive complaints. The Privacy Officer is the Practice Administrator and may be contacted as follows:

Judy Herrmann
Gilbert Neurology, P.L.L.C.
3507 S. Mercy Rd. Ste 101
Gilbert, AZ 85297
(480) 926-0644 ext. 21

Your Protected Health Information
Each time you visit Gilbert Neurology,P. L.L.C. a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information serves as the basis for planning your care and treatment. It is also a means for communicating among the many health professionals who contribute to your care, is a legal document describing the care you received, and is the means by which you or a third-party payer can verify that services billed were actually provided.

The term "Protected Health Information" (PHI) includes all information related to your past, present, or future health condition(s) that individually identifies you or could reasonably be used to identify you and is transferred to another entity or maintained by Gilbert Neurology, P.L.L.C. in spoken, written, electronic, or any other form.

When Gilbert Neurology can disclose your PHI
Under the law, Gilbert Neurology,P. L.L.C. may disclose your PHI, without authorization, in the following cases:

At your request. If you request it, Gilbert Neurology, P.L.L.C. is required to give you access to your or your dependent's PHI.

As required by an agency of the government. In general, Gilbert Neurology, P.L.L.C. does not need you to sign a valid authorization to release your PHI if required by law or for public health and safety purposes. Gilbert Neurology, P.L.L.C. is allowed to use and disclose your PHI without your authorization under the following circumstances:

- When required by law
- When permitted for purposes of public health activities
- When authorized by law to report information about abuse, neglect, or domestic violence to public authorities if a reasonable belief exists that you may be a victim of such abuse.
- When required for judicial or administrative proceedings (e.g. subpoena or discovery request)
- When required for law enforcement purposes
- When required to be given to a coroner or medical examiner
- For research, subject to certain conditions
- To comply with workers' compensation or other similar programs established by law

For treatment, payment or health care operations. Gilbert Neurology, P.L.L.C. and its business associates will use PHI, without a signed valid authorization or your opportunity to restrict or object, when carrying out treatment, payment or health care operations.

Implicit authorization to release PHI and process for restriction. In addition to disclosures mandated by law, and disclosures to individuals or entities you have specifically authorized, Gilbert Neurology,P. L.L.C. will assume your authorization for release of PHI to the following:

- Your spouse, if you do not restrict or object
- Your legal representative with a valid power of attorney, your court-ordered (approved) guardian, or your conservator, if you do not restrict or object.
- Your designated personal representative, if you have not revoked your personal representative
- Either parent of a minor child, if you do not restrict or object

You may specifically restrict authorization by submitting a signed, written request for restrictions to the Privacy Officer noted on page one.

Your Individual Privacy Rights
Although your health record is the physical property of Gilbert Neurology, P.L.L.C., the information in your record does belong to you and, therefore, you have rights related to its uses and disclosures. *Except as otherwise indicated in this Notice, uses and disclosures of your PHI will be made only with your signed valid authorization, subject to your right to revoke your authorization.*

In addition, you have the following rights:

You may inspect and receive a copy of your PHI.
You have the right to amend your PHI.
You have the right to receive an accounting of PHI disclosures:
At your request, Gilbert Neurology, P.L.L.C. will provide you with an accounting of disclosures made by Gilbert Neurology, P.L.L.C. The accounting will not include disclosures made before April 14, 2003.

You have the right to receive a paper copy of this Notice upon request.
Your personal representative:
You may exercise your rights to your PHI by designating a personal representative. You must designate your personal representative **before** the personal representative will be given access to your PHI or be allowed to take any action for you. Proof of such authority will be a completed and signed letter designating your personal representative.

- Gilbert Neurology, P.L.L.C. will automatically consider a parent or guardian as the personal representative of an unemancipated minor (a child generally under age 18) unless applicable law requires otherwise or you restrict such disclosure.
- Personal representative designations may be revoked at any time by submitting a written statement of revocation. This statement must be received by the Privacy Officer prior to a revocation becoming effective.

You have the right to file a complaint if you believe your privacy rights have been violated.

To exercise one or more of these rights, you should submit a signed, written statement detailing your request to the Privacy Officer listed on page one of this Notice. Gilbert Neurology, P.L.L.C. is not required to agree to your request if the Privacy Officer determines it to be unreasonable, for example, when a custodial parent is seeking treatment for your minor child or when it would interfere with Gilbert Neurology, P.L.L.C.'s ability to file a claim.

Responsibilities of Gilbert Neurology, P.L.L.C.
Gilbert Neurology, P.L.L.C. is responsible for the following items:
Maintain privacy of your health information. Gilbert Neurology, P.L.L.C. is required by law to maintain the privacy of your PHI.

Notice Distribution: Gilbert Neurology, P.L.L.C. is required to provide you with notice of its legal duties and privacy practices. This Notice is effective beginning on April 14, 2003. However, Gilbert Neurology, P.L.L.C. reserves the right to change its privacy practices and to apply the changes to any PHI received or maintained by Gilbert Neurology, P.L.L.C. If a privacy practice is changed, a revised version of this Notice will be provided to patients.

Disclosing only the minimum necessary PHI: When using or disclosing PHI, Gilbert Neurology, P.L.L.C. will make reasonable efforts not to use, disclose, or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure, or request, taking into consideration practical and technological limitations. However, the minimum necessary standard will not apply in the following situations:

- Disclosures to or requests by a health care provider for treatment
- Uses or disclosures made to you
- Disclosures made to the DHHS
- Uses or disclosures required by law (e.g. Public Health Agencies)
- Uses or disclosures required for compliance with legal regulations (e.g. subpoenas)

Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

Complaints
If you believe that your privacy rights have been violated, you may file a complaint with the Privacy Officer as follows:

Judy Herrmann, Gilbert Neurology, P.L.L.C.
3507 S. Mercy Rd. Ste 101
Gilbert, AZ 85297
(480) 926-0644 ext. 21

There will be no retaliation for filing a complaint. You may also file a complaint (within 180 days of the date you know or should have known about an act or omission) with the DHHS.

If you need more information
If you have any questions regarding this Notice or the subjects addressed in it, you may contact Gilbert Neurology, P.L.L.C.'s Privacy Officer.