

Orthopedic Associates of West Jersey

PERSONAL INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE _____
SOCIAL SEC # _____ DATE OF BIRTH _____
HOME ADDRESS _____ CITY, STATE, ZIP _____
PLEASE CIRCLE: MALE FEMALE MARITAL STATUS: DIVORCED MARRIED SINGLE WIDOWED
HOME PHONE _____ WORK PHONE _____ CELL PHONE _____
PREFERRED # TO CALL: HOME WORK CELL CAN WE LEAVE YOU MESSAGES: YES NO
EMAIL ADDRESS _____
PRIMARY CARE PHYS _____ REFERRING PHYS _____

I GIVE PERMISSION FOR THE FOLLOWING PEOPLE TO OBTAIN ANY MEDICAL INFORMATION, PICK UP PRESCRIPTIONS, OR SPEAK ON MY BEHALF:

NAME _____ RELATION _____ PHONE _____
NAME _____ RELATION _____ PHONE _____
NAME _____ RELATION _____ PHONE _____

EMPLOYMENT INFORMATION

FULL TIME / PART TIME / RETIRED / STUDENT / OTHER OCCUPATION _____

POLICY HOLDER INFORMATION *(Only fill out if you are NOT the policyholder)*

NAME _____ DOB _____ SS# _____ MALE / FEMALE
HOME ADDRESS _____ CITY, STATE, ZIP _____

WERE YOU INJURED AT WORK OR IN A CAR ACCIDENT? YES / NO

LOCAL PHARMACY _____ TOWN _____

I HAVE RECEIVED OR HAVE BEEN OFFERED A COPY OF THE NOTICE OF PRIVACY POLICY PRACTICES OF ORTHOPEDIC ASSOCIATES OF WEST JERSEY, P.A.

X

SIGNATURE

DATE

I HEREBY AUTHORIZE ORTHOPEDIC ASSOCIATES, TO RELEASE TO MY INSURANCE CARRIER, OR MY ATTORNEY, MY MEDICAL RECORDS RELATIVE TO MY MEDICAL CARE AND TREATMENT. I FURTHER AUTHORIZE MY INSURANCE CARRIER(S) TO PAY ORTHOPEDIC ASSOCIATES, FOR ALL BILLS FOR SERVICES PROVIDED THEREIN.

X

SIGNATURE

DATE

****PLEASE COMPLETE THE MEDICAL HISTORY FORM USING THE LINK SENT TO YOU VIA EMAIL****

ORTHOPEDIC ASSOCIATES OF WEST JERSEY, P.A.



• JOEL H. SPIELMAN, M.D. •
• LOUIS BOUILLON, M.D. • STEVEN STECKER, M.D. •
600 MOUNT PLEASANT AVENUE · DOVER, NJ 07801
PHONE: 973-989-0888
FAX: 973-989-0885

FELLOWS AMERICAN ACADEMY OF ORTHOPAEDIC SURGEONS

HIPAA AUTHORIZATION FOR USE/DISCLOSURE OF INFORMATION CONSENT TO RECEIVE TEXT MESSAGES

Orthopedic Associates of West Jersey respects the privacy of our patients, visitors, and staff. Ensuring that medical information is kept confidential is among our highest priorities. To ensure that Orthopedic Associates of West Jersey is acting in accordance with your wishes, using your personal information with your authorization, and communicating with you in a manner with which you authorize, we ask you to fill out and sign this form. Orthopedic Associates of West Jersey will keep a copy of your written permission on file.

I understand that text message communications may be unsecured. I understand that a risk of unsecured text messages is the potential that the communication could be read by a third party. I understand my mobile provider's standard rates for sending and receiving text messages will apply.

I am not required to sign this authorization. Orthopedic Associates of West Jersey does not condition treatment, payment, benefit eligibility, or enrollment activities on the signing of this form. I can request a copy of this authorization be mailed to me.

I understand that I may revoke or withdraw this permission at any time to prohibit future use of my information. To do so, I must send written notice to the Orthopedic Associates of West Jersey Privacy Officer at 600 Mt. Pleasant Avenue Suite A Dover, NJ 07801. I understand that Orthopedic Associates of West Jersey, as well as other persons or entities, will retain copies of any such electronic or printed versions and shall retain these versions forever and that any revocation of this authorization will only extend to the versions of the information within Orthopedic Associates of West Jersey's control that have not been previously published. If not revoked/withdrawn by me, this authorization expires ten (10) years from the date that I sign it.

**I specifically authorize text messaging communication with Orthopedic Associates of West Jersey.
The phone number I want text communications sent to is _____.**

***If you wish to opt out of text messages, please initial here _____**

Patient Name: _____

Signature: _____ Date: _____

For personal representatives, please provide the following:

I, _____, represent that I am the health care agent/guardian/surrogate/parent of the patient above.

Personal Representative Signature: _____ Phone: _____

▪ ARTHROSCOPIC SURGERY ▪ SPINE SURGERY ▪ SPORTS MEDICINE ▪ TOTAL JOINT REPLACEMENT ▪

WWW.OAWJ.COM

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In an effort to provide you with flexible payment arrangements, we have expanded our payment policy. We now offer the following payment options: Cash, Check, Flexible spending card or Credit Card

___ I agree to leave a credit card on file for future copays or balances.

(We will call you at least 24 hours prior to charging your card.)

___ I do not want to leave a credit card on file

Our office is a fully approved and accredited user of the Visa and MasterCard Health Care Program which will enable you to use your Visa, MasterCard or American Express to automatically cover amounts not paid by your insurance. Please note we use PCI DSS Compliant equipment and software that only shows the last 4 digits of your credit card.

Print: _____

Signature: _____

Date: _____

Complete the section below ONLY if you have a Horizon Omnia Health Plan

I have been advised that my provider is "a tier 2 provider" with Horizon Omnia Plans. I understand that I may have a higher out of pocket expense, including, but not limited to the copayment, deductible and/or coinsurance amount of my health benefits plan. I further agree to leave a credit card on file for any future balances that may be due.

Patient name: _____

Signature: _____

Date: _____

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NOTICE TO MEDICARE PATIENTS

This is to certify I am requesting services from Orthopedic Associates of West Jersey's (OAWJ) physicians. I have presented my Medicare Insurance Card and I certify I have NO other insurance as a secondary plan. I understand that I am subject to payment of 20% of services as Medicare only covers 80% of the allowable charge. There is also a \$185 Medicare deductible for which I am responsible.

If at any time I subscribe to any secondary insurance including Medicaid, I understand that I am responsible for furnishing my secondary insurance cards.

If at any time I no longer have the federal Medicare Plan (red, white and blue card) and choose another Medicare Plan such as United, Oxford or Horizon for part B services (office visits), I must inform OAWJ immediately to verify that their physicians participate in my plan. If I do not inform OAWJ of the insurance change, I understand that I am responsible for full payment if they are non-participating in the plan under which I am covered.

By this notice, I am now advised that OAWJ does not participate in Medicaid and cannot accept a patient subscribed to a Medicaid Plan as a primary or secondary insurance. If at any time I become a Medicaid participant, it is my responsibility to notify OAWJ immediately to avoid creating any transaction that could be considered fraudulent.

Patient's name: _____
(Please print)

Patient's Signature: _____ Date

ORTHOPEDIC ASSOCIATES OF WEST JERSEY
FALLS RISK ASSESSMENT (for those 65 years & older)

Patient Name: _____

DOB: _____

*** This checklist was developed by the Greater Los Angeles VA Geriatric Research Education Clinical Center and affiliates and is a validated fall risk self-assessment tool (Rubenstein et al. J. Safety Res; 2011:42(6)493-499).**

Please fill in the circle to answer Yes or No to all the following statements:

<input type="radio"/> Yes	<input type="radio"/> No	I have fallen in the past year.
<input type="radio"/> Yes	<input type="radio"/> No	I use or have been advised to use a cane or walker to get around safely.
<input type="radio"/> Yes	<input type="radio"/> No	Sometimes I feel unsteady when I am walking
<input type="radio"/> Yes	<input type="radio"/> No	I steady myself by holding onto furniture when walking at home.
<input type="radio"/> Yes	<input type="radio"/> No	I am worried about falling.
<input type="radio"/> Yes	<input type="radio"/> No	I need to push with my hands to stand up from a chair.
<input type="radio"/> Yes	<input type="radio"/> No	I have some trouble stepping up onto a curb.
<input type="radio"/> Yes	<input type="radio"/> No	I often have to rush to the toilet.
<input type="radio"/> Yes	<input type="radio"/> No	I have lost some feeling in my feet.
<input type="radio"/> Yes	<input type="radio"/> No	I take medicine that sometimes makes me feel light-headed or tired.
<input type="radio"/> Yes	<input type="radio"/> No	I take medicine to help me sleep or improve my mood.
<input type="radio"/> Yes	<input type="radio"/> No	I often feel sad or depressed.

Patient Signature: _____

Your provider will evaluate your answers for your risk of falling. Discuss your results with your provider.

Thank you

Notice of Privacy Practice

ORTHOPEDIC ASSOCIATES OF WEST JERSEY, P.A.

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.

If you have any questions about this Notice please contact: our Privacy Officer.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

We are required to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice, at any time. The new notice will be effective for all protected health information that we maintain at that time. Upon your request, we will provide you with any revised Notice of Privacy Practices by calling the office and requesting that a revised copy be sent to you in the mail or asking for one at the time of your next appointment.

1. Uses and Disclosures of Protected Health Information

Uses and Disclosures of Protected Health Information

Your physician will use or disclose your protected health information as described in this Section 1. Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you. Your protected health information may also be used and disclosed to pay your health care bills and to support the operation of the physician's practice.

Following are examples of the types of uses and disclosures of your protected health care information that the physician's office is permitted to make. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office.

Treatment: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party that has already obtained your permission to have access to your protected health information. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. We will also

disclose protected health information to other physicians who may be treating you when we have the necessary permission from you to disclose your protected health information. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

In addition, we may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your physician, becomes involved in your care by providing assistance with your health care diagnosis or treatment to your physician.

Payment: Your protected health information will be used, as needed, to obtain payment for your health care services. This may include certain activities that your health insurance plan may undertake before it approves or pays for the health care services we recommend for you such as; making a determination of eligibility or coverage for insurance benefits, reviewing services provided to you for medical necessity, and undertaking utilization review activities. For example, obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission.

Healthcare Operations: We may use or disclose, as needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing, marketing and fundraising activities, and conducting or arranging for other business activities.

For example, we may disclose your protected health information to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment.

We will share your protected health information with third party "business associates" that perform various activities (e.g., billing, transcription services) for the practice. Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, we will have a written contract that contains terms that will protect the privacy of your protected health information.

We may use or disclose your protected health information, as necessary, to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you. We may also use

and disclose your protected health information for other marketing activities. For example, your name and address may be used to send you a newsletter about our practice and the services we offer. We may also send you information about products or services that we believe may be beneficial to you. You may contact our Privacy Contact to request that these materials not be sent to you.

We may use or disclose your demographic information and the dates that you received treatment from your physician, as necessary, in order to contact you for fundraising activities supported by our office. If you do not want to receive these materials, please contact our Privacy Contact and request that these fundraising materials not be sent to you.

Uses and Disclosures of Protected Health Information Based upon Your Written Authorization

Other uses and disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law as described below. You may revoke this authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Other Permitted and Required Uses and Disclosures That May Be Made With Your Consent, Authorization or Opportunity to Object

We may use and disclose your protected health information in the following instances. You have the opportunity to agree or object to the use or disclosure of all or part of your protected health information. If you are not present or able to agree or object to the use or disclosure of the protected health information, then your physician may, using professional judgement, determine whether the disclosure is in your best interest. In this case, only the protected health information that is relevant to your health care will be disclosed.

Others Involved in Your Healthcare: Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, your protected health information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location, general condition or death. We will allow your family and friends to act on your behalf to pick-up filled prescriptions, medical supplies, X-rays, and similar forms of protected health information, when we determine, in our professional judgement, that it is in your best interest to

make such disclosures. Finally, we may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your health care.

Emergencies: We may use or disclose your protected health information in an emergency treatment situation. If this happens, your physician shall try to obtain your consent as soon as reasonably practicable after the delivery of treatment. If your physician or another physician in the practice is required by law to treat you and the physician has attempted to obtain your consent but is unable to obtain your consent, he or she may still use or disclose your protected health information to treat you.

Communication Barriers: We may use and disclose your protected health information if your physician or another physician in the practice attempts to obtain consent from you but is unable to do so due to substantial communication barriers and the physician determines, using professional judgement, that you intend to consent to use or disclosure under the circumstances.

Other Permitted and Required Uses and Disclosures That May Be Made Without Your Consent, Authorization or Opportunity to Object

We may use or disclose your protected health information in the following situations without your consent or authorization. These situations include:

Required By Law: We may use or disclose your protected health information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

Public Health: We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury or disability. We may also disclose your protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

Communicable Diseases: We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

Health Oversight: We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information

include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.

Abuse or Neglect: We may disclose your protected health information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information if we believe that you have been a victim of abuse, neglect or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

Food and Drug Administration: We may disclose your protected health information to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, biologic product deviations, track products; to enable product recalls; to make repairs or replacements, or to conduct post marketing surveillance, as required.

Legal Proceedings: We may disclose protected health information in the course of any judicial or administrative proceeding, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process.

Law Enforcement: We may also disclose protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (1) legal processes and otherwise required by law, (2) limited information requests for identification and location purposes, (3) pertaining to victims of a crime, (4) suspicion that death has occurred as a result of criminal conduct, (5) in the event that a crime occurs on the premises of the practice, and (6) medical emergency (not on the Practice's premises) and it is likely that a crime has occurred.

Coroners, Funeral Directors, and Organ Donation: We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health information to a funeral director, as authorized by law, in order to permit the funeral director to carry out their duties. We may disclose such information in reasonable anticipation of death. Protected health information may be used and disclosed for cadaveric organ, eye or tissue donation purposes.

Research: We may disclose your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.

Criminal Activity: Consistent with applicable federal and state laws, we may disclose your protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose protected health information if it is necessary for law enforcement authorities to identify or apprehend an individual.

Military Activity and National Security: When the appropriate conditions apply, we may use or disclose protected health information of individuals who are Armed Forces personnel (1) for activities deemed necessary by appropriate military command authorities; (2) for the purpose of a determination by the Department of Veterans Affairs of your eligibility for benefits, or (3) to foreign military authority if you are a member of that foreign military services. We may also disclose your protected health information to authorized federal officials for conducting national security and intelligence activities, including for the provision of protective services to the President or others legally authorized.

Workers' Compensation: Your protected health information may be disclosed by us as authorized to comply with workers' compensation laws and other similar legally-established programs.

Inmates: We may use or disclose your protected health information if you are an inmate of a correctional facility and your physician created or received your protected health information in the course of providing care to you.

Required Uses and Disclosures: Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500 et. seq.

2. Your Rights

Following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

You have the right to inspect and copy your protected health information. This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. A "designated record set" contains medical and billing records and any other records that your physician and the practice uses for making decisions about you. You must make a request in writing to our office. If you request copies we will charge you pursuant to N.J.A.C. 8:43G-4.1(a)(25) and 8:43G-15.39(d). Please contact our Privacy Officer if you have questions about access to your medical record.

Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information. Depending on the circumstances, a decision to deny access may be reviewable. In some circumstances, you may have a right to have this decision reviewed.

You have the right to request a restriction of your protected health information. This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply.

Your physician is not required to agree to a restriction that you may request. If physician believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. If your physician does agree to the requested restriction, we may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment. With this in mind, please discuss any restriction you wish to request with your physician. You may request a restriction in writing address to our Privacy Contact.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. We will accommodate reasonable requests. We may also condition this accommodation by asking you for information as to how payment will be handled or specification of an alternative address or other method of contact. We will not request an explanation from you as to the basis for the request. Please make this request in writing to our Privacy Contact.

You may have the right to have your physician amend your protected health information. This means you may request an amendment of protected health information about you in a designated record set for as long as we maintain this information. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Please contact our Privacy Contact to determine if you have questions about amending your medical record.

You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information. This right applies to disclosures for purposes other than treatment, payment or healthcare

operations as described in this Notice of Privacy Practices. It excludes disclosures we may have made to you, for a facility directory, to family members or friends involved in your care, or for notification purposes. You have the right to receive specific information regarding these disclosures that occurred after April 14, 2003. You may request a shorter timeframe. The right to receive this information is subject to certain exceptions, restrictions and limitations.

You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice electronically.

Healthcare Operations (Add'l.)

We will contact you via telephone and leave messages at your home regarding your upcoming appointments, balances due, need for further treatment, insurance information and other matters needed to allow us to process you as a patient.

3. Complaints

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. We will not retaliate against you for filing a complaint.

You may contact our Privacy Officer at (973)989-0888 or for further information about the complaint process.

This notice was published and becomes effective on **April 14, 2003.**