

SUN VALLEY ORTHOPEDIC SURGEONS
AND PHYSICAL THERAPY

DESERT SPINE SURGEONS

Financial Policy

Thank you for choosing us to serve you and your family's health needs. We are committed to your care. The following is a statement of our financial policy which we require you to read and sign prior to treatment. The financial policy applies to all services provided to you by any of our providers regardless of location.

CO-PAYS AND OTHER BALANCES- UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE, ALL CO-PAYMENTS, DEDUCTIBLES AND FEES THAT ARE NOT COVERED BY YOUR INSURANCE ARE DUE AT TIME OF SERVICE. IF WE HAVE TO BILL YOU FOR YOUR CO-PAY THERE WILL BE A \$10.00 FEE ADDED TO YOUR BILL. WE ACCEPT CASH, CHECK, MASTERCARD, VISA AND DISCOVER. PLEASE NOTIFY US OF ANY CHANGE IN INSURANCE, ADDRESS OR PHONE NUMBER.

SURGERY CHARGES- SHOULD YOUR TREATMENT REQUIRE SURGERY, AS PART OF THE PRE-OPERATIVE PROCESS WE WILL MAKE AN ESTIMATE OF THE FEES. THE ACTUAL CHARGES BILLED FOR YOUR SURGERY WILL REFLECT THE PROCEDURES PERFORMED AND MAY DIFFER FROM THE ESTIMATE. **PREPAYMENT OF ANY UNMET DEDUCTIBLE AND ESTIMATED CO-PAY IS DUE PRIOR TO SURGERY. IF YOU ARE A SELF PAY PATIENT, A PREPAYMENT OF ONE HALF OF ESTIMATED COST IS REQUIRED.**

INSURANCES- IT IS YOUR RESPONSIBILITY TO UNDERSTAND AND BE AWARE OF THE TERMS AND CONDITIONS OF YOUR INSURANCE PLAN. YOUR MEDICAL INSURANCE IS A CONTRACT BETWEEN YOU AND YOUR INSURANCE COMPANY. WE, AS A COURTESY TO OUR PATIENTS, WILL SUBMIT A CLAIM TO YOUR INSURANCE COMPANY PROVIDED WE HAVE COMPLETE AND ACCURATE INFORMATION. TO ENSURE YOUR CLAIM IS SUBMITTED IN A TIMELY FASHION A COPY OF YOUR INSURANCE CARD(S) IS REQUIRED AT THE TIME OF SERVICE. IT IS YOUR RESPONSIBILITY TO VERIFY IF OUR PROVIDER IS PARTICIPATING IN YOUR NETWORK AND GETTING ANY REFERRALS REQUIRED FOR SERVICES RENDERED.

SELF PAY PATIENTS- PAYMENT OF A \$150 FEE IS DUE AT TIME OF SERVICE, BALANCE ON ACCOUNT MAY DIFFER ONCE SERVICES ARE RENDERED, AT WHICH POINT YOU WILL BE BILLED FOR ANY REMAINING BALANCE. IF YOU ARE UNABLE TO PAY YOUR BALANCE IN FULL, YOU WILL NEED TO MAKE PRIOR ARRANGEMENTS WITH OUR PATIENT ACCOUNTS REPRESENTATIVE.

MISSED APPOINTMENTS- IT IS A REQUIREMENT THAT YOU CANCEL OR RESCHEDULE, 24 HOURS PRIOR TO YOUR SCHEDULED APPOINTMENT. IF YOU FAIL TO DO SO A \$25 FEE WILL BE APPLIED TO YOUR ACCOUNT.

DURABLE MEDICAL EQUIPMENT- SOME INSURANCE POLICIES DO NOT COVER DURABLE MEDICAL EQUIPMENT AND THEREFORE IS YOUR FINANCIAL RESPONSIBILITY. PAYMENT IS DUE PRIOR TO RECEIVING DURABLE MEDICAL EQUIPMENT IF YOU ARE CASH PAY. EQUIPMENT CANNOT BE RETURNED.

OUTSTANDING BALANCES- JUST AS WE MAKE EVERY EFFORT TO ACCOMMODATE YOU WHEN YOU ARE IN NEED OF MEDICAL CARE; WE EXPECT THAT YOU WILL MAKE EVERY EFFORT TO PAY YOUR BILL PROMPTLY. YOU ARE ULTIMATELY RESPONSIBLE FOR YOUR ACCOUNT, REGARDLESS OF INSURANCE COVERAGE. IF YOU ARE UNABLE TO PAY YOUR BILL IN ITS ENTIRETY PLEASE CONTACT OUR BILLING DEPARTMENT TO DISCUSS YOUR OPTIONS.

DELINQUENT BALANCES- UNLESS WE APPROVE OTHER ARRANGEMENTS IN WRITING, THE BALANCE ON YOUR STATEMENT IS DUE UPON RECEIPT. IF PAYMENT IS NOT RECEIVED, WE RESERVE THE RIGHT TO REFUSE SERVICE ON DELINQUENT ACCOUNTS. IF YOUR ACCOUNT BECOMES DELINQUENT, WE WILL TAKE THE NECESSARY STEPS TO COLLECT THE DEBT. IF YOUR ACCOUNT IS TURN TO AN OUTSIDE COLLECTION AGENCY A 35% FEE WILL BE ADDED TO THE BALANCE.

These policies are subject to change without notice.

I ACKNOWLEDGE FULL FINANCIAL RESPONSIBILITY FOR SERVICES RENDERED BY **SUN VALLEY ORTHOPEDIC SURGEONS/ DESERT SPINE SURGEONS**. I UNDERSTAND THAT I AM RESPONSIBLE FOR PROMPT PAYMENT OF ANY PORTION OF THE CHARGES NOT COVERED BY INSURANCE, INCLUDING DEDUCTIBLES AND COPAYS. I UNDERSTAND PAYMENT OF CO-PAYS IS DUE AT TIME OF SERVICE, AS WELL AS ANY PRIOR DELINQUENT BALANCE I MAY OWE. I ALSO CONSENT THAT THE PAYMENT OF AUTHORIZED MEDICARE INSURANCE BENEFITS BE MADE ON MY BEHALF DIRECTLY TO **SUN VALLEY ORTHOPEDIC SURGEONS/ DESERT SPINE SURGEONS** FOR ANY MEDICAL OR SURGICAL SERVICES FURNISHED. I AGREE TO ALL REASONABLE ATTORNEY FEES AND COLLECTION COSTS IN THE EVENT OF DEFAULT OF PAYMENT OF MY CHARGES.

(SIGNATURE OF PATIENT/RESPONSIBLY PARTY)

(PRINTED NAME)

(DATE)

Sun Valley Orthopedic Surgeons Registration Form

New Patient Update Only

Janzer Jensen Kelly Sterusky Tsao Waldrip

ALL INFORMATION MUST BE COMPLETED - PLEASE PRINT

Today's date: _____

Patient Information

Mr. Mrs. Miss Ms. Marital Status: Single Married Divorced Separated Widowed

Patient's Last Name: _____ First: _____ Middle: _____

SS #: _____ Date of Birth: _____ Sex: M F

Street Address: _____

City: _____ State: _____ Zip Code: _____

e-mail Address: _____

2nd address (out-of-state)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Race:

- American Indian or Alaskan Native
- Black or African American
- Asian
- Hispanic/Latino

- Non-Hispanic/Latino
- Native Hawaiian or other Pacific Islander
- White

Ethnicity (Ethnic Origin): Hispanic/Latino
 Non-Hispanic/Latino

Primary Language Spoken: _____

Preferred Pharmacy Information

Pharmacy Name: _____

Pharmacy Address/Cross Streets: _____

Pharmacy Phone #: _____ Pharmacy Fax #: _____

Employment Information

Employer: _____ Occupation: _____

Employer Phone #: _____

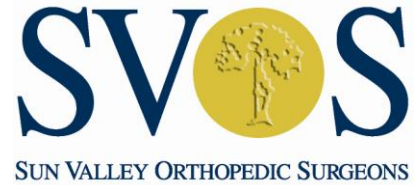
Street Address: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact

Emergency Contact Name: _____ Contact Phone #: _____

Relationship to Patient: Self Spouse Child Other _____



Notice of Privacy Practices

To our patients. This notice describes how health information about you (as a patient of this practice) may be used and disclosed, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Our commitment to your privacy

Our practice is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information.

We realize that these laws are complicated, but we must provide you with the following important information:

Use and disclosure of your health information in certain special circumstances

The following circumstances may require us to use or disclose your health information:

1. to public health authorities and health oversight agencies that are authorized by law to collect information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required to do so by a law enforcement official.
4. When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. We will only make disclosures to a person or organization able to help prevent the threat.
5. If you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.
6. to federal officials for intelligence and national security activities authorized by law.
7. to correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official.
8. For Workers Compensation and similar programs.

Your rights regarding your health information

1. Communications. You can request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. We will accommodate reasonable requests.

2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care or the payment for your care, such as family members and friends. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to Sun Valley Orthopedic Surgeons, Practice Administrator, 12361 W. Bola Drive, Suite 100, Surprise, AZ 85378 for further information.
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to Sun Valley Orthopedic Surgeons, Practice Administrator, 12361 W. Bola Drive, Suite 100, Surprise, AZ 85378 for further information. You must provide us with a reason that supports your request for amendment.
5. Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this Notice at any time. To obtain a copy of this notice, contact our front desk receptionist.
6. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact Sun Valley Orthopedic Surgeons, Practice Administrator, 12361 W. Bola Drive, Suite 100, Surprise, AZ 85378. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
7. Right to provide an authorization for other uses and disclosures. Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

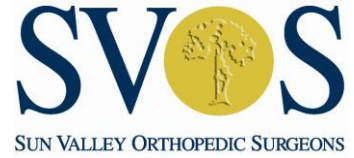
If you have any questions regarding this notice or our health information privacy policies, please contact Sun Valley Orthopedic Surgeons, Practice Administrator, 12361 W. Bola Drive, Suite 100, Surprise, AZ 85378 for further information.

I hereby acknowledge that I have been presented with a copy of Sun Valley Orthopedic Surgeons Notice of Privacy Practices.

Signature _____

Date _____

Name of Patient _____



Medication Reconciliation

Medication Reconciliation allows the physician to efficiently reconcile your medication list, to quickly and accurately make the appropriate decision on each medication ordered and document all medications in your chart. Central to the reconciliation process should be a single source of up-to-date medications with all necessary order details.

I hereby authorize permission to Sun Valley Orthopedic Surgeons to perform a Medication Reconciliation of my medication profile with the pharmacy.

Signature _____

Date _____

Name of Patient _____



Dr. Tsao's New Patient Questionnaire

Date: _____

Emergency Contact Name: _____ Phone: _____

Address: _____

Note: The Medicare and Medicaid EHR Incentive Programs (part of The American Recovery and Reinvestment Act of 2009) require providers to record all patient demographics including preferred language, race, and ethnicity for Meaningful Use.

Name of Primary Care Physician: _____

Height: _____ Weight: _____

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaskan Native Black or African American
 Asian White
 Native Hawaiian or Other Pacific Islander

Preferred language: English Other _____

Do you have any litigation or is this a Workman's Compensation Case? Yes No

Work Status: Unemployed Full-time Homemaker
 Student Part-time Retired
 Disabled (date last worked): _____

Occupation: _____

Do you live with someone who can assist or care for you if needed: Yes No

What is your normal physical activity level?

- Heavy - frequently lift >50 lbs, vigorous sports
- Active - heavy housekeeping, lift <50 lbs, walk >5 miles
- Moderate - light sports, lift <50 lbs, walk <2 miles
- Moderately restricted - minimal walking, use a cane/crutch/walker/etc.
- Markedly restricted – bedridden, confined to a wheelchair
- Sedentary – light housekeeping

What sports activities to you participate in:

- | | | | |
|----------------------------------|---------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis | <input type="checkbox"/> Swimming | <input type="checkbox"/> Pickle Ball |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Hiking | <input type="checkbox"/> None | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Other | | | |
-

Do you have a history of:

- | | |
|--|--|
| <input type="checkbox"/> Acute fracture | <input type="checkbox"/> Avascular necrosis |
| <input type="checkbox"/> Osteoarthritis | <input type="checkbox"/> Trauma |
| <input type="checkbox"/> Rheumatoid arthritis | <input type="checkbox"/> Previous total knee revision |
| <input type="checkbox"/> Previous hip replacement revision | <input type="checkbox"/> Previous total hip or bipolar replacement |
| <input type="checkbox"/> Previous partial or complete total knee replacement | |

Why are you here to see the doctor?

- Joint Evaluation:
- | | | |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Right hip | <input type="checkbox"/> Right knee | <input type="checkbox"/> Right shoulder |
| <input type="checkbox"/> Left hip | <input type="checkbox"/> Left knee | <input type="checkbox"/> Left shoulder |
| <input type="checkbox"/> Back | <input type="checkbox"/> Other | |
-

Have you had any other treatment or surgery related to this problem? _____

When did the problem start? _____

Has it been getting worse and if so for how long? _____

- How did the problem start:
- | | | |
|---|--------------------------------|--------------------------------|
| <input type="checkbox"/> Break/fracture | <input type="checkbox"/> Fall | <input type="checkbox"/> Twist |
| <input type="checkbox"/> Spontaneously | <input type="checkbox"/> Other | |
-

Describe your pain (check as many as apply):

- | | | |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Aching | <input type="checkbox"/> Dull | <input type="checkbox"/> Sharp |
| <input type="checkbox"/> Throbbing | <input type="checkbox"/> Burning | <input type="checkbox"/> Electric shocks |
| <input type="checkbox"/> Numbness | <input type="checkbox"/> Tingling | <input type="checkbox"/> Pins and needles |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Intermittent | <input type="checkbox"/> Continuous |
| <input type="checkbox"/> Worse in AM | <input type="checkbox"/> Worse in PM | |

- How severe is your pain:
- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Slight - mild or occasional |
| <input type="checkbox"/> Slight – stairs only | <input type="checkbox"/> Slight – walking and stairs |
| <input type="checkbox"/> Moderate - occasional | <input type="checkbox"/> Moderate – continual |
| <input type="checkbox"/> Marked | <input type="checkbox"/> Totally disabled |

- Symptoms are improved by:
- | | | |
|----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Rest | <input type="checkbox"/> Sitting | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Exercise | <input type="checkbox"/> Ice |
| <input type="checkbox"/> Heat | <input type="checkbox"/> Medication | <input type="checkbox"/> Physical therapy |

Symptoms are worsened: Standing Sitting Walking Climbing stairs Lifting Carrying Overhead activities Other _____

Perform household duties: Yes No

Perform yard/garden work: Yes No

Drive a car: Yes No

Have you ever had the area injected: Shoulder Hip Back Knee Other _____

_____ with Cortisone Hyalgan/Synvisc Other _____

Have you had any other studies done for this problem:

None X-ray MRI Nerve test
 CT scan Bone scan Other _____

List other orthopaedic surgeons or physicians seen for this problem: _____

Prior surgeries (check as many as apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Appendectomy | <input type="checkbox"/> Gall bladder removal | <input type="checkbox"/> Prostate removal |
| <input type="checkbox"/> Back fusion/surgery | <input type="checkbox"/> Heart bypass | <input type="checkbox"/> Stomach removal |
| <input type="checkbox"/> Balloon angioplasty | <input type="checkbox"/> Hemorrhoidectomy | <input type="checkbox"/> Scoliosis surgery |
| <input type="checkbox"/> Bladder repair | <input type="checkbox"/> Colostomy | <input type="checkbox"/> Thyroid surgery |
| <input type="checkbox"/> Bowel removal | <input type="checkbox"/> Kidney stones | <input type="checkbox"/> Tonsillectomy |
| <input type="checkbox"/> Brain surgery | <input type="checkbox"/> Hysterectomy | <input type="checkbox"/> Tubal ligation |
| <input type="checkbox"/> Surgery | <input type="checkbox"/> Kidney removal | <input type="checkbox"/> Caesarian section |
| <input type="checkbox"/> Cataract removal | <input type="checkbox"/> Vascular surgery | <input type="checkbox"/> Neck fusion |
| <input type="checkbox"/> Chest surgery | <input type="checkbox"/> Lumbar disc removal | <input type="checkbox"/> Vein ligation stripping |
| <input type="checkbox"/> Hernia repair (<input type="checkbox"/> Right <input type="checkbox"/> Left) | | <input type="checkbox"/> Other _____ |

Have you ever had general anesthesia: Yes No

Have you ever had a problem with it: Yes No

Other major hospital admissions:

Age: _____ Reasons: _____
Age: _____ Reasons: _____
Age: _____ Reasons: _____

List all current medications: None

Medications taken in the past for listed joint problems:

Allergies: None Iodine dye Nickel or other metals
 Lidocaine or local anesthetic Drugs _____
 Food _____

Female history: Menopause Menstruating N/A

What medical problems run in your family:

Father _____ Grandparents _____
Mother _____ Aunts _____
Siblings _____ Uncles _____

Have you ever smoked: No Yes # of packs a day: _____ I quit

Do you drink: No Yes Amount per week: _____

Please check all that apply to you

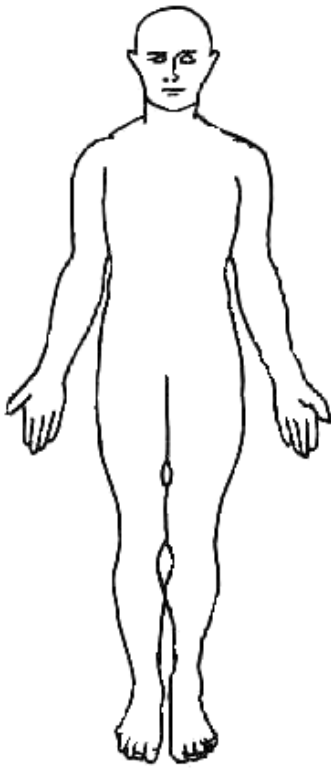
Have you recently had any of these symptoms: Fever Chills
 Weight loss Aching Stiffness Fatigue

Have you ever been treated for any of these skin problems: Moles
 Boils Infections Persistent rash Psoriasis

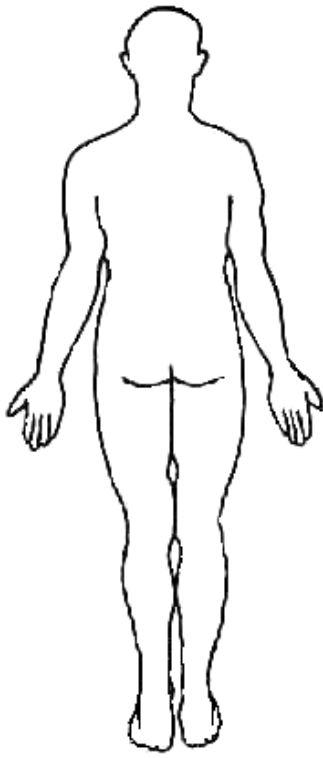
Head/neck/throat: Arthritis Sinus problems
 Thyroid Hoarseness Difficulty swallowing
 History of brain injury/trauma

Eyes: Vision loss (Right Left) Cataracts (Right Left)
 Glaucoma (Right Left) Glasses/contacts

Please draw in the area of pain or discomfort:



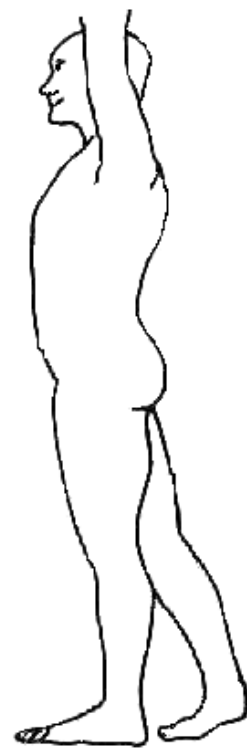
Front



Back



Right



Left

Place a line on your level of pain.

Weight bearing pain:
 0 (None) 10 (Worst pain imaginable)

Rest pain:
 0 (None) 10 (Worst pain imaginable)

Night pain:
 0 (None) 10 (Worst pain imaginable)

Support required: None 1 cane 1 cane long walks
 2 canes 1 crutch 2 crutches
 Walker Wheelchair

Walking: Unable to Housebound/indoors ≤1 block
 <5 blocks 5-10 blocks 10-20 blocks
 >20 blocks Unlimited N/A

Limp: None Slight Moderate
 Severe (markedly alters or slows gait) Unable to walk

Gait velocity: Normal Moderately slow Markedly slow

Gait support: None Cane (Right Left) 1 crutch (Right Left)
 2 crutches Walker Wheelchair

Stair climbing: Normal 2 railings 1 railing
 Step over step One step at a time Unable to

How long can you sit comfortably: <1 hour >1 hour in a high chair >1 hour

Do you have thigh pain: Yes No

Sitting to standing position: Independent Need to use arms Need help to arise

Do you use a: Shoe lift Brace Nothing

Putting on shoes and socks: No difficulty Slight difficulty
 Extreme difficulty Unable to

Do you have any history of your shoulder or elbow coming out of joint? No
 Yes, if so how many times and when? _____

Does your arm feel as though it goes numb, tingles or becomes weak with a certain activity?
 No Yes, if so what activity? _____

Dr. Audrey Tsao

What activities do you avoid or can no longer do?

- Inability to raise arms overhead
- Hold objects in front with a straight arm

- Lift or carry heavy objects
- Inability to hold arms out to the side

Do you have any of the following:

- Grinding
- Popping
- Feeling of your arm going dead
- Feeling of the shoulder coming out of joint
- Looseness

- Clicking
- Weakness

I have reviewed and discussed all questions with the patient.

_____ MD Signature