



Primary Care Physician Referring Physician's Phone# RESPONSIBLE PARTY Name Relationship Address S.S# INSURANCE INFORMATION Primary Insurance Carrier Policy Holder's Social Security # Pelicy Holder's Date of Birth Secondary Insurance Carrier Policy Holder Relationship to Patient Policy or Subscriber ID# Relationship to Patient Policy Holder's Date of Birth Patient Agreement and Consent: My signature below indicates my consent for treatment of/as patient and responsibility for paying for services rende Forms for Authorization to use Protected Health Information are attached and will be reviewed and completed.	Patient's Name	SS#	Birth Dat	e	Sex
Patient's Email Home Phone# Cell Phone# Race/Ethnicity Preferred Method of Contact Phone Email Primary Spoken Language Phone Email Primary Care Physician Referring Physician Referring Physician's Phone# Responsible Party Name Relationship Relationship Relationship Relationship Relationship Relationship Relationship Relationship to Patient Policy Holder's Social Security # Policy Holder's Date of Birth Policy Holder's Date of Birth					M F
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	My signature below indicates my consent				
Patient's Signature Date	Patient's Signature_		5		





GENERAL CONSENT FORM

Patient Name:	Da	te of Birth:/	/
Assignment of Benefits. I authorize SWP F behalf directly to Medicare/Medicaid/my priva and services provided. I understand that I an authorize you to release any information necessary in the sassignment will remain in effect until rev	ate health insurance car n financially responsible essary to insurance carr	rier. This means that SWI to the provider(s) for the iers regarding illnesses a	P will collect payment for supplies e charges not paid or payable. I
Consent for Treatment. I consent for SWP injury/illness on an outpatient basis. I acknow receives. In compliance with state law, if ano (BBF); or if a medical or surgical procedure of tested for human immunodeficiency infection	vledge there is no guara ther individual is accide ould expose another ind	its, tests and/or diagnostion tentee as to the outcome on the outcome of the outcome of the outcome of the outcome of the outc	c tests to treat my/the patient's of any treatment I/the patient atient's blood or bodily fluids
Electronic Prescription. I understand SWP SureScripts operates the Pharmacy Health Ininformation between providers and pharmacismedication history, which are prescribed to make the control of the con	formation Exchange, wh sts. SureScripts also pro	cribing technology and pa nich facilitates the electro	nic transmission of prescription
Involvement of Others in Care. I authoriz persons:	e SWP to discuss my/th	ne patient's care and med	ical needs with the following
Name	Date of Birth	Relationship	Phone
Phone calls. By providing contact information contact information I have provided to commuleave voice or text messages; and use pre-recommunication to me. May We Contact You by Phone and I	unicate with me and to corded/artificial/voice m	place calls to my home/onessages and/or auto-dial	cellular/employment telephone;
Primary Phone #:	Secondary	Phone #:	
Leave a message with contact no	umber only.	Leave message wit	h contact number only.
Leave message with detailed info	ormation.	Leave message wit	h detailed information.
Do not leave message.		Do not leave messa	ge.
Patient Financial Policy I acknowledge receipt of the "Patient Fin	ancial Policy."		Patient Initials:
Notice of Privacy Practices I acknowledge receipt of the "Notice of F	Privacy practices."		Patient Initials:
Minor Patient Photograph (when ap I consent for SWP to photograph the min	plicable)	cation purposes only.	Patient Initials:
Print name of Patient or Personal Repres	entative		
Signature of Patient or Personal Represe	ntative	Date	





Southwest Pulmonary Associates, L.L.P. Acknowledgement of Receipt of Notice of Privacy Practices

Patient Name:	Patient ID #:		
I hereby acknowledge that I have received a copy of Southwest Puli Practices. I understand that I have the right to refuse to sign this ac			
Signature of Patient or Legal Representative	Date		
Printed Name of Patient's Representative (if applicable)	Relationship to Patient (if applicable) Parent or guardian of unemancipated minor Court appointed guardian Executor or administrator of decedent's estate Power of Attorney		
FOR OFFICE USE C			
but acknowledgment could not be c			
 ☐ Patient/representative refused to sign ☐ Emergency situation prevented us from obtaining acknowled ☐ Communication barriers prohibited obtaining acknowledgen 			
Other (Specify)			
-			





Notice of No Show Acknowledgement

If you are unable to keep your appointment, you are required to provide a 24-hour notice of cancellation.

Failure to cancel your appointment with a 24-hour notice will result in a phone call to the number on file and a "NO SHOW" warning letter mailed to the address on file.

To assist you in keeping your appointment, you will receive a reminder call two days prior to your appointment. Please confirm with our staff that we have your most current phone number on file.

If there is a subsequent "NO SHOW" appointment, your account may be charged \$35.00 for which you are entirely financially responsible. It is not covered by your insurance and will not be billed to insurance. You will need to pay the "NO SHOW" fee in full to obtain any further appointments with our office. Three "No Show" occurrences in a 1-year period, may result in termination from the practice.

We hope that all of our patients get the care they need and show consideration by notifying us in advance of the inability to keep an appointment so that another patient may have that time slot.

We are very concerned when you miss appointments that you are not receiving the necessary medical care required for your injury or illness. Please call if you are experiencing any problems. We value you as a patient.





Southwest Pulmonary Associates, L.L.P. NOTICE OF PRIVACY PRACTICES

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.

UNDERSTANDING YOUR HEALTH RECORD/INFORMATION

Each time you visit a hospital, physician, dentist, or other healthcare provider, 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 often referred to as your health or medical record, serves as a basis for planning your care and treatment and serves as a means of communication among the many health professionals who contribute to your care. Understanding what is in your record and how your health information is used helps you to ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and helps you make more informed decisions when authorizing disclosure to others.

YOUR HEALTH INFORMATION RIGHTS

Unless otherwise required by law, your health record is the physical property of the healthcare practitioner or facility that compiled it. However, you have certain rights with respect to the information. You have the right to:

- 1. Receive a copy of this Notice of Privacy Practices from us upon enrollment or upon request.
- 2. **Request restrictions on our uses and disclosures of your protected health information** for treatment, payment and health care operations. This includes your right to request that we not disclose your health information to a health plan for payment or health care operations if you have paid in full and out of pocket for the services provided. We reserve the right not to agree to a given requested restriction
- 3. Request to receive communications of protected health information in confidence.
- 4. **Inspect and obtain a copy of the protected health information** contained in your medical and billing records and in any other Practice records used by us to make decisions about you. If we maintain or use electronic health records, you will also have the right to obtain a copy or forward a copy of your electronic health record to a third party. A reasonable copying/labor charge may apply.
- 5. **Request an amendment to your protected health information**. However, we may deny your request for an amendment, if we determine that the protected health information or record that is the subject of the request:
 - was not created by us, unless you provide a reasonable basis to believe that the originator of the protected health information is no longer available to act on the requested amendment;
 - is not part of your medical or billing records;
 - is not available for inspection as set forth above; or
 - is accurate and complete.

In any event, any agreed upon amendment will be included as an addition to, and not a replacement of, already existing records.

- 6. **Receive an accounting of disclosures of protected health information** made by us to individuals or entities other than to you, except for disclosures:
 - to carry out treatment, payment and health care operations as provided above;
 - to persons involved in your care or for other notification purposes as provided by law;
 - to correctional institutions or law enforcement officials as provided by law;
 - for national security or intelligence purposes;
 - that occurred prior to the date of compliance with privacy standards (April 14, 2003);
 - incidental to other permissible uses or disclosures;
 - that are part of a limited data set (does not contain protected health information that directly identifies individuals);
 - made to patient or their personal representatives;
 - for which a written authorization form from the patient has been received
- 7. **Revoke your authorization to use or disclose health information** except to the extent that we have already been taken action in reliance on your authorization, or if the authorization was obtained as a condition of obtaining insurance coverage and other applicable law provides the insurer that obtained the authorization with the right to contest a claim under the policy.
- 8. Receive notification if affected by a breach of unsecured PHI

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HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED

This organization may use and/or disclose your medical information for the following purposes:

Treatment: We may use and disclose protected health information in the provision, coordination, or management of your health care, including consultations between health care providers regarding your care and referrals for health care from one health care provider to another.

Payment: We may use and disclose protected health information to obtain reimbursement for the health care provided to you, including determinations of eligibility and coverage and other utilization review activities.

Regular Healthcare Operations: We may use and disclose protected health information to support functions of our practice related to treatment and payment, such as quality assurance activities, case management, receiving and responding to patient complaints, physician reviews, compliance programs, audits, business planning, development, management and administrative activities.

Appointment Reminders: We may use and disclose protected health information to contact you to provide appointment reminders.

Treatment Alternatives: We may use and disclose protected health information to tell you about or recommend possible treatment alternatives or other health related benefits and services that may be of interest to you

Health-Related Benefits and Services: We may use and disclose protected health information to tell you about health-related benefits, services, or medical education classes that may be of interest to you.

Individuals Involved in Your Care or Payment for Your Care: Unless you object, we may disclose your protected health information to your family or friends or any other individual identified by you when they are involved in your care or the payment for your care. We will only disclose the protected health information directly relevant to their involvement in your care or payment. We may also disclose your protected health information to notify a person responsible for your care (or to identify such person) of your location, general condition or death.

Business Associates: There may be some services provided in our organization through contracts with Business Associates. Examples include physician services in the emergency department and radiology, certain laboratory tests, and a copy service we use when making copies of your health record. When these services are contracted, we may disclose some or all of your health information to our Business Associate so that they can perform the job we have asked them to do. To protect your health information, however, we require the Business Associate to appropriately safeguard your information.

Organ and Tissue Donation: If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

Worker's Compensation: We may release protected health information about you for programs that provide benefits for work related injuries or illness.

Communicable Diseases: We may disclose protected health information to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition. Health Oversight Activities: We may disclose protected health information to federal or state agencies that oversee our activities.

Law Enforcement: We may disclose protected health information as required by law or in response to a valid judge ordered subpoena. For example in cases of victims of abuse or domestic violence; to identify or locate a suspect, fugitive, material witness, or missing person; related to judicial or administrative proceedings; or related to other law enforcement purposes.

Military and Veterans: If you are a member of the armed forces, we may release protected health information about you as required by military command authorities.

Lawsuits and Disputes: We may disclose protected health information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process.

Inmates: If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release protected health information about you to the correctional institution or law enforcement official. An inmate does not have the right to the Notice of Privacy Practices

Abuse or Neglect: We may disclose protected health information to notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

Coroners, Medical Examiners, and Funeral Directors: We may release protected health information to a coroner or medical examiner. This may be necessary to identify a deceased person or determine the cause of death. We may also release protected health information about patients to funeral directors as necessary to carry out their duties.

Public Health Risks: 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 such as controlling disease, injury or disability.

Serious Threats: As permitted by applicable law and standards of ethical conduct, we may use and disclose protected health information if we, in good faith, 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.

Food and Drug Administration (FDA): As required by law, we may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.





OUR RESPONSIBILITIES

We are required to maintain the privacy of your health information. In addition, we are required to provide you with a notice of our legal duties and privacy practices with respect to information we collect and maintain about you. We must abide by the terms of this notice. We reserve the right to change our practices and to make the new provisions effective for all the protected health information we maintain. If our information practices change, a revised notice will be mailed to the address you have supplied upon request. If we maintain a Web site that provides information about our patient/customer services or benefits, the new notice will be posted on that Web site.

Your health information will not be used or disclosed without your written authorization, except as described in this notice. The following uses and disclosures will be made only with explicit authorization from you: (i) uses and disclosures of your health information for marketing purposes, including subsidized treatment communications; (ii) disclosures that constitute a sale of your health information; and (iii) other uses and disclosures not described in the notice. Except as noted above, you may revoke your authorization in writing at any time.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions about this notice or would like additional information, you may contact our Privacy Officer, Katie Brown, at the telephone or address below. If you believe that your privacy rights have been violated, you have the right to file a complaint with the Privacy Officer at Southwest Pulmonary Associates, L.L.P. or with the Secretary of the Department of Health and Human Services. The complaint must be in writing, describe the acts or omissions that you believe violate your privacy rights, and be filed within 180 days of when you knew or should have known that the act or omission occurred. We will take no retaliatory action against you if you make such complaints.

The contact information for both is included below.

U.S. Department of Health and Human Services

Office of the Secretary 200 Independence Avenue, S.W. Washington, D.C. 20201 Tel: (202) 619-0257

Toll Free: 1-877-696-6775 http://www.hhs.gov/contacts

Southwest Pulmonary Associates, L.L.P.

Katie Brown, Privacy Officer 10100 N. Central Expy. Suite 560 Dallas, TX 75231

Tel: 469-916-0087 Fax: 469-916-0089

NOTICE OF PRIVACY PRACTICES AVAILABILITY

This notice will be prominently posted in the office where registration occurs. You will be provided a hard copy, at the time we first deliver services to you. Thereafter, you may obtain a copy upon request, and the notice will be maintained on the organization's Web site (if applicable Web site exists) for downloading.





Patient Name:	Date of Birth:/
	medical care, it is important that we keep all physicians that plan of care with us. Please provide the name and contact ou currently see. Thank you!
PCP/GP/ Internal Med:	
Name:	City / Phone Number:
Allergist / ENT:	
Name:	City / Phone Number:
Cardiologist:	
Name:	City / Phone Number:
Gastroenterologist (GI):	
Name:	City / Phone Number:
Oncologist:	
Name:	City / Phone Number:
Pulmonologist (prior to SWP):	
Name:	City / Phone Number:
Other:	
Name:	City / Phone Number





PATIENT HEALTH HISTORY

Patient Name:	_ Date of Birth: /
Local Pharmacy:	_ Phone#
Mail Order Pharmacy	_ Phone#
Please respond to the following questions to the doctor know more about you. These responses a	
Please list the reason(s) for your visit to our	office today: (Medical Complaints):
Medical History:	Voor Diagnosed
Medical Problem 1.)	<u>Year Diagnosed</u>
2.)	
3.)	
4.)	
5.)	
6.)	
7,)	
8.)	
Do you have any physical limitations? Yes / No	Explain





Patient Name:	Date	e of Birth:/
Medications: Please list all medications (presonand/or appetite suppressants.	cription and non-prescription), including vitamins, aspirin, herbs
<u>Name</u>	Dose/Strength	<u>Frequency</u>
Example: Lasix	40 mg.	2 in am, 1 in pm
1.)		
2.)		<u> </u>
3.)		<u> </u>
4.)		
5.)		<u> </u>
6.)		<u> </u>
7.)		<u> </u>
8.)		<u> </u>
9.)		<u> </u>
10.)		<u> </u>
11.)		<u> </u>
12.)		
Allergies:		
Please list all medications to whi reaction (i.e., Penicillin-arm rash		verse response and the corresponding
Medic	ation_	Reaction
1.)		
2.)		
3.)		
4.)		
5.)		





Patient Name:			Dat	te of Birth:	/_	/
Vaccinations:						
Have you ever been	vaccinated with?					
Yes No			<u>Date</u>			
☐ Yes ☐ No Prev	uenza umovax rnar-13 erculosis					
Family Medica	al History:					
Please indicate all the they were first diagn	ose immediate famil	y members v	with the follo	owing cond	itions and t	the age at which
Example: 1.) Cancer	Father <u>45</u>					
	Father Mother	Sibling 1	Sibling 2	Sibling 3	Sibling 4	Children
1.) Asthma						
2.) TB						
3.) Emphysema/						
COPD						
4.) Cardiovascular						
Disease						
5.) Lung Cancer						
Father's age or	r age at death	cause				-
Mother's age	or age at death	cause				
Siblings (brothers or	sisters):					
5 ,	age at death	cause				
	age at death					
	age at death					
	age at death					
	age at death					





Patient Name: Date of Birth:/
Social History:
<u>Do you smoke?</u> (Cigarettes and/or smokeless tobacco) \Box Never \Box No, but used to \Box Yes
If you used to smoke, when did you quit?
How many packs of cigarettes did/do you smoke and for how many years (i.e., 1 pack/day for 20 years)?
Do you drink alcohol? □ Never □ No, but used to □ Yes
If you used to drink, when did you quit?
How much did/do you drink in an average week? glasses of wine, beers, drinks
Marital status (circle one): married separated divorced widowed single
Number of children: with whom do you live?
Do you have any pets/what type?
Are you retired? Yes No Previous (or current) occupation:
How do you spend your leisure time/hobbies?
<u>Do you consume caffeine?:</u> \square Never \square No, but used to \square Yes
If you used to consume caffeine, when did you quit?
If yes, how much in an average day? sodas, cups of coffee, glasses of tea
<u>Do you take illicit drugs or abuse prescription medications?</u> \Box Never \Box No, but used to \Box Yes
If yes, please specify:
<u>Do you exercise?:</u> \square Yes \square No
If yes, describe how and how often
Chemical/Environmental Exposures: (check all that apply)
□ Coal Dust □ Silica Dust □ Paint Sprays □ Chemical Fumes □ Asbestos □ Caged Bird
Other





Date of Birth: ____/____ Patient Name: _____ **Surgical History:** Have you had any surgeries/operations in the past? ☐ Yes \square No If yes, please list type and the approximate year. Surgery Year Have you ever been hospitalized for any reason besides surgery? ☐ Yes \square No If yes, reason and dates: Have you ever had a blood transfusion? Yes / No When? _____ Reaction? Yes/No Have you have any of the following? Date/Location Testing ☐ Yes ☐ No Chest X-Ray ☐ Yes ☐ No CT Scan ☐ Yes ☐ No Needle Bipsy ☐ Yes ☐ No Pulmonary Function Test ☐ Yes ☐ No Bronchoscopy \square Yes \square No Lung Surgery

Patient Name: _____ Date of Birth: ____/__





Review of Systems: Please check if you currently have any of the following problems.

<u>General</u>	Neurological Neurological
□ Loss of appetite	□ Decreased memory
⊐ Fatigue	□ Headache
□ Fever	□ Seizures
□ Night sweats	
□ Weight gain > 10 lbs	Cardiovascular
□ Weight loss <10 lbs	Difficulty with breathing when lying down
Skin	□ Irregular heart beats
 □ Excessive sweating	☐ Feeling smothered when lying flat
□ New skin lesions	(Orthopnea)
□ Rash	□ Shortness of breath (Dyspnea)
	□ Swelling of the extremities
HEENT	2 overling of the extremities
Runny nose	Gastrointestinal
□ Nose bleeds	□ Abdominal pain
□ Nasal congestion	☐ Difficulty swallowing (Dysphagia)
□ Sneezing ¯	□ Heartburn
□ Seasonal allergies	□ Nausea/vomiting
□ Rhinitis	, 0
□ Hoarseness	Musculoskeletal
□ Decreased sense of smell	□ Joint pain
	□ Joint swelling
Neck	□ Muscle cramps
 □ Neck mass	□ Muscle pain (Myalgia)
⊐ Swollen neck glands	□ Muscle weakness
<u>Hematology</u>	Psychiatric
□ Easy Bruising	□ Anxiety
□ Blood Clots	□ Depression
	□ Excessive sleepiness (Hypersomnia)





Patient Name:	Date of Birth:	/	
Lung System Review	Condition	<u>Date</u>	
□ Vos. □ No.	Chronic cough		
	Chronic cough		
□ Yes □ No	Wheezing		
□ Yes □ No			
□ Yes □ No	Bronchitis		
□ Yes □ No	Sputum production		
□ Yes □ No	Tuberculosis		
□ Yes □ No	Pneumonia		
□ Yes □ No	Sleep apnea		
□ Yes □ No			
□ Yes □ No	Shortness of breath with exertion		
□ Yes □ No			
	Shortness of breath with rest		
Do you have any of the fo	llowing already prepared?		
□Yes □ No Advance Dire	ectives (Living Will). If yes, where?		
-V -N D 11 D			
□Yes □ No Durable Power of Attorney for Health Care. If yes, where?			
DVac DNa Out of heavy	-1 DMD2		
⊔res ⊔ No Out of hospit	al DNR?		





Patient Name:	Date of Birth:/
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THE EPWORTH SLEEPINESS SCALE

How likely are you to doze off or fall asleep in the following situations, in contrast to feeling just tired? This refers to your usual way of life in recent times. Even if you have not done some of these things recently, try to work out how they would have affected you. Use the following scale to choose the most appropriate number for each situation:

0 (zero) = would <u>never</u> doze
1 (one) = <u>slight</u> chance of dozing
2 (two) = <u>moderate</u> chance of dozing
3 (three) = <u>high</u> chance of dozing

SITUATION	CHANCE OF DOZING
Sitting and reading	
Watching TV	
Sitting, inactive in a public place (e.g., a theater or a meeting)	
As a passenger in a car for an hour without a break	
Lying down to rest in the afternoon when circumstances permit	
Sitting and talking to someone	
Sitting quietly after a lunch without alcohol	
In a car, while stopped for a few minutes in traffic	
Comments about your daytime sleepiness:	