

**Patient Registration**

Patient Information					
First Name		Last Name		MI	Date of Birth
Address		City		State	Zip
Please check Primary phone	Home Phone <input type="checkbox"/>	Work Phone <input type="checkbox"/>	Cell Phone <input type="checkbox"/>		
Other Name(s) Used			E-mail Address		
Gender <input type="checkbox"/> M <input type="checkbox"/> F	SSN	Preferred Language		Driver's License	
<b>Marital Status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Life Partner	<b>Preferred Contact</b> <input type="checkbox"/> Mail <input type="checkbox"/> Home Phone <input type="checkbox"/> Day Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Patient Portal (MyChart)	<b>Ethnicity</b> <input type="checkbox"/> Cambodian <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic		<b>Race</b> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other	
Primary Care Provider			Referring Provider		
Responsible Party (Guarantor)				<input type="checkbox"/> Same as patient	
First Name		Last Name		MI	Date of Birth
Address		City		State	Zip
Please check Primary Phone	Home Phone <input type="checkbox"/>	Work Phone <input type="checkbox"/>	Cell Phone <input type="checkbox"/>		
SSN	Relationship to Patient		Preferred Language		Driver's License
Emergency Contact (for minor child, this section may be used for other parent)					
First Name		Last Name		MI	Date of Birth
Address		City		State	Zip
Please check Primary Phone	Home Phone <input type="checkbox"/>	Work Phone <input type="checkbox"/>	Cell Phone <input type="checkbox"/>		
<p>I/We do hereby consent to and authorize the performance of all treatments, surgeries and medical services deemed advisable by the physicians and staff of Jose F. Polanco, MD., P.A.. I hereby certify that, to the best of my knowledge, all statements contained hereon are true. I understand that I am directly responsible for all charges incurred for medical services for myself and my dependents regardless of insurance coverage. I furthermore agree to pay legal interest, collection expenses, and attorneys' fees incurred to collect any amount I may owe. I also hereby authorize Jose F. Polanco, MD., P.A. to release information requested by insurance company and/or its representatives. I fully understand this agreement and consent will continue until cancelled by me in writing.</p>					
_____ Signature of Patient/Responsible Party			_____ Date		
_____ Name of Patient/Responsible Party (Please Print)					

### Patient Registration

Pharmacy Information			
Preferred Pharmacy		Secondary Pharmacy	
Name		Name	
Address		Address	
Phone		Phone	
Fax		Fax	
Advanced Directives			
<input type="checkbox"/> None <input type="checkbox"/> Do Not Resuscitate <input type="checkbox"/> Durable Power of Attorney <input type="checkbox"/> Living Will <input type="checkbox"/> HC Proxy <div style="text-align: center;">Date Reviewed:</div>			
Medications – List all medications you take, prescription and non-prescription, and the dosage			
<input type="checkbox"/> I do not take any medications			
Medication Name		Dosage	
Medication and Food Allergies – List all known allergies (drugs, food, animals, etc.)			
<input type="checkbox"/> No Known Allergies			
Medical History – Check if you have ever experienced the following conditions, and year of onset.			
Condition	Year	Condition	Year
<input type="checkbox"/> None		<input type="checkbox"/> Gallbladder Disease	
<input type="checkbox"/> Allergies		<input type="checkbox"/> GERD (Reflux)	
<input type="checkbox"/> Anemia		<input type="checkbox"/> Hepatitis C	
<input type="checkbox"/> Angina		<input type="checkbox"/> Hyperlipidemia	
<input type="checkbox"/> Anxiety		<input type="checkbox"/> Hypertension	
<input type="checkbox"/> Arthritis		<input type="checkbox"/> Irritable Bowel Disease	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Liver Disease	
<input type="checkbox"/> Atrial Fibrillation		<input type="checkbox"/> Migraine Headaches	
<input type="checkbox"/> Benign Prostatic Hypertrophy		<input type="checkbox"/> Myocardial Infarction	
<input type="checkbox"/> Blood Clots		<input type="checkbox"/> Osteoarthritis	
<input type="checkbox"/> Cancer – Type		<input type="checkbox"/> Osteoporosis	
<input type="checkbox"/> Cerebrovascular Accident		<input type="checkbox"/> Peptic Ulcer Disease	
<input type="checkbox"/> Coronary Artery Disease		<input type="checkbox"/> Renal Disease	
<input type="checkbox"/> COPD (Emphysema)		<input type="checkbox"/> Seizure Disorder	
<input type="checkbox"/> Crohn's Disease		<input type="checkbox"/> Thyroid Disease	
<input type="checkbox"/> Depression		<input type="checkbox"/> Other	
<input type="checkbox"/> Diabetes		<input type="checkbox"/> Other	

Patient Registration

**Surgical History – Check if you have received the following procedures, and year performed.**

Surgical Procedure	Year	Surgical Procedures	Year
<input type="checkbox"/> None		Male Only	
<input type="checkbox"/> Angioplasty		<input type="checkbox"/> Prostate Biopsy	
<input type="checkbox"/> Angioplasty w/Stent		<input type="checkbox"/> TURP	
<input type="checkbox"/> Appendectomy		(Trans-urethral resection of Prostate)	
<input type="checkbox"/> Arthroscopy Knee		<input type="checkbox"/> Vasectomy	
<input type="checkbox"/> Back Surgery		<input type="checkbox"/> Other	
<input type="checkbox"/> CABG (heart bypass)		<input type="checkbox"/> Other	
<input type="checkbox"/> Carpal Tunnel Release			
<input type="checkbox"/> Cataract Extraction		Female Only	
<input type="checkbox"/> Cholecystectomy		<input type="checkbox"/> Augmentation Mammoplasty	
<input type="checkbox"/> Colectomy		<input type="checkbox"/> Bilateral Tubal Ligation	
<input type="checkbox"/> Colostomy		<input type="checkbox"/> Breast Biopsy	
<input type="checkbox"/> Gastric Bypass		<input type="checkbox"/> Cesarean Section	
<input type="checkbox"/> Hernia Repair		<input type="checkbox"/> D and C	
<input type="checkbox"/> Hip Replacement		<input type="checkbox"/> Hysterectomy	
<input type="checkbox"/> Knee Replacement		<input type="checkbox"/> Mastectomy	
<input type="checkbox"/> LASIK		<input type="checkbox"/> Myomectomy	
<input type="checkbox"/> Liver Biopsy		<input type="checkbox"/> Reduction Mammoplasty	
<input type="checkbox"/> Pacemaker		<input type="checkbox"/> TAH/BSO	
<input type="checkbox"/> Small Bowel Resection		<input type="checkbox"/> Vaginal Hysterectomy	
<input type="checkbox"/> Thyroidectomy		<input type="checkbox"/> Other	
<input type="checkbox"/> Tonsillectomy		<input type="checkbox"/> Other	

**Health Maintenance – Check if you have received the following, and date of most recent exam.**

Exam	Date	Exam	Date
<input type="checkbox"/> None		<input type="checkbox"/> GYN Exam	
<input type="checkbox"/> Breast Exam		<input type="checkbox"/> Influenza Vaccine	
<input type="checkbox"/> Cardiac Stress Test		<input type="checkbox"/> Lipid Panel	
<input type="checkbox"/> Colonoscopy		<input type="checkbox"/> Mammogram	
<input type="checkbox"/> DEXA Scan		<input type="checkbox"/> PAP Test	
<input type="checkbox"/> Echocardiogram		<input type="checkbox"/> Physical Exam	
<input type="checkbox"/> EKG		<input type="checkbox"/> Pneumococcal Vaccine	
<input type="checkbox"/> Eye Exam		<input type="checkbox"/> Pulmonary Function Test	
<input type="checkbox"/> FOBT (stool card for hidden blood)		<input type="checkbox"/> Sigmoidoscopy	
<input type="checkbox"/> Foot Exam		<input type="checkbox"/> Tetanus Vaccine	

**Family History – Check if any family member(s) has had any of the following conditions.**

Diagnosis	Mother	Father	Brother	Sister	Other	Alive	Deceased
<input type="checkbox"/> Adopted							
Alcoholism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alzheimer's Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blood Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAD (Heart Attack)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancer – Type:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CVA (Stroke)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developmental Delay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Patient Registration

Family History – continued							
Diagnosis	Mother	Father	Brother	Sister	Other	Alive	Deceased
Eczema	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hyperlipidemia (High Cholesterol)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension (High Blood Pressure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irritable Bowel Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obesity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osteoarthritis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PVD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renal Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social History for Adult Patient							
Occupation				Employer			
How many siblings do you have?		None		Sister(s):		Brother(s):	
Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No		How many?		Female(s)		Male(s)	
Tobacco Use		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Less		<input type="checkbox"/> Chewing <input type="checkbox"/> Pipe			
<input type="checkbox"/> No		<input type="checkbox"/> Former/Year quit:		<input type="checkbox"/> Cigar <input type="checkbox"/> Cigarette			
				<input type="checkbox"/> Smokeless Brand:			
Alcohol Use		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Less		<input type="checkbox"/> Beer <input type="checkbox"/> Wine			
<input type="checkbox"/> No		<input type="checkbox"/> Former/Year quit:		<input type="checkbox"/> Liquor <input type="checkbox"/> Other:			
Exercise Activity		<input type="checkbox"/> Moderate <input type="checkbox"/> Vigorous <input type="checkbox"/> Sedentary		Sleep Pattern:			
		Days/Week:		<input type="checkbox"/> Changes <input type="checkbox"/> No Changes			
Caffeine Use		<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Less		<input type="checkbox"/> Chocolate <input type="checkbox"/> Coffee			
<input type="checkbox"/> No		<input type="checkbox"/> Former/Year quit:		<input type="checkbox"/> Soda <input type="checkbox"/> Tea			
				<input type="checkbox"/> Tablets <input type="checkbox"/> Other:			
Statements / Billing							

**\* As of July 1st, 2019- STATEMENTS will be PAPERLESS! You will now receive it per your PATIENT PORTAL ( Healow web-based).**

In order for you to receive your statements online on your patient portal, an email is needed to create your account. You will be able to pay your balance instantly or you have the option to send a check. As well as, each account is linked to that email you have provided us. Unfortunately, there can only be on email per account.

Email
-------

**HIPAA**  
**Notice of Privacy Practice**

Jose F. Polanco, M.D., P.A. has a policy of complying with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), our objective is to be 100% compliant at all times. The following method of operation will be used to insure privacy of patients protected health information (PHI).

1. Based on HIPAA guidelines your medical records may be transferred to another care provider upon your signed authorization and will not be transferred without your signed authorization.
2. After a review of your records if you disagree with any of the documents in the records, you have the option of writing your own documentation to be placed in the chart.
3. If an appointment with another provider is required, only necessary information will be provided.
4. If you elect to allow any member of your family access to your records, you have the right to notify our office. That notice must be in writing. If you wish to provide access to our records to a designated individual, you may also provide that in writing.
5. Our office will not provide any information about you or your medical condition to any other party other than medical providers to whom you have been referred to for treatment without your specific consent.
6. If you are chosen to be a part of any research program, you will be required to sign additional authorization and releases so that your PHI may be used in the program.
7. Under HIPAA rules, we may use necessary PHI from your medical records to file insurance claims on your behalf. Your authorization and insurance assignments allow the practice to file insurance claims on your behalf.
8. There will be certain circumstances where public health authorities may require a copy of your medical records. They are authorized under law to collect that information and we are required to furnish that information, a copy of your PHI. You may review your records at a scheduled time with our office.
9. All efforts will be taken to ensure that your PHI will not be shared with any unauthorized persons.
10. If you are on active military duty or called to active duty military, under federal law we are required to supply a copy of your records.

If you should have any questions concerning any of the above please feel free to contact any of that staff of Jose F. Polanco, M.D., P.A.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFERRAL PROCESS:** All **non -urgent referrals** require a **waiting period of 5-10 working days** in order to be processed. All **Urgent referrals** require **48 hours** to be processed. Emergency referrals will be processed within the **same day**. We will fax the referral on your behalf to the appropriate facility and provided with the needed information for you to complete your care. On some occasions this may require for us to leave a message on your answering service. Therefore, it is not only important- but **your responsibility-** to maintain your contact information up to date with our office. In specific circumstances and to assure the best quality care possible for the patient, we use a preferred network of physicians. A list of the physicians will be provided to you upon your request.

Initial: \_\_\_\_\_

**Visits:** Every patient is expected to be seen **minimally twice a year** for a **complete review and assessment of all medical problems**. If you are a patient with a specific problem(s) - such as a chronic disease- you may require more frequent visits to better manage your health: **your compliance is crucial and expected**. By all means, please take advantage of this opportunity and indicate any necessary medication refills, visits made to the specialist(s) since your prior visit to ur office, emergency room visit(s) or hospital stay(s).

Initial: \_\_\_\_\_

**Preventative Care:** You will be asked on multiple occasions to comply with preventative screenings that must be completed each calendar year. These screenings include the following:

1. Labs- every 6 months some conditions require more frequently
2. Annual Mammogram- females only
3. Colonoscopy- every 3-10 years based on your need
4. Stool Card- for patients 50 years or older
5. Annual Eye Exam

If it has been less than a year that you had any of the above mentioned screenings done with your prior medical care provider, please, obtain a copy of these records or inform the front-desk so that we may quest them on your behalf. We will work tirelessly and do all within our means to improve your health with every visit that you make to our office. If you have any non-clinical concerns, at any time, please request to speak with the office administrator. Thank you for choosing Jose F. Polanco,M.D.,P.A.

Initial: \_\_\_\_\_

### **Injury Medicine Notice**

\_\_\_\_\_

\_\_\_\_\_

## Informed Consent For Purpose of Treatment, Payment, and Healthcare Operations

I, \_\_\_\_\_ consent to the use or disclosure of my protected health information by **Jose F. Polanco, M.D., P.A.** for the purpose of diagnosis or providing treatment to me after explanation of the risks and benefits of such treatment, obtaining payment for my healthcare bills and/ or to conduct healthcare operations. I understand that diagnosis/ treatment of me by **Jose F. Polanco, M.D., P.A.** may be conditioned upon my consent as evidenced by my signature on this document.

I Understand that I have the right to request a restriction as to how my protected health information is used or disclosed to carry out treatment(s), payment or healthcare operations of the practice (Please list all restrictions in the provided area below). **Jose F. Polanco, M.D., P.A.** is not required to agree with the restrictions that I may request. However, I agree to a restriction that I request, the restriction is binding on **Jose F. Polanco, M.D., P.A.** I have the right to revoke this in writing at any time, except to the extent that **Jose F. Polanco, M.D., P.A.** has taken action in reliance on this consent.

My "Protected health information" (PHI) means health information, including my demographic information collected from me and created or received by my physician, another health care provider, a health plan, my employer, or a health clearinghouse. The protected health information related to my past, present, or future physical mental health or condition and identifies me, or there is a reasonable basis to believe the information may identify me.

I understand that I have a right to review **Jose F. Polanco, M.D., P.A.** Notice of Privacy practices prior to signing this document. **Jose F. Polanco, M.D., P.A.** Notice of Privacy is posted in a public location and is available to all patients. I Understand that I may obtain a copy of the Notice of Privacy Practice upon request. The Notice of Privacy Practice describes the types of disclosures of my PHI that will occur in my treatment, payment of my bills, and. Or in the performance of health care operation for my duties with respect to my protected health information. **Jose F. Polanco, M.D., P.A.** reserves the right to change the Privacy Practices that are described in the Notice of Privacy Practice. I may obtain a revised of Privacy Practice by calling the office and requesting a revised copy be sent in the mail on my below listed address or asking for one at the time of my next appointment.

List all request restrictions (i.e. "do not release my information to any family members")

\_\_\_\_\_

List any family members or others that are allowed to have access to your information (i.e. spouse, child, caregiver)

\_\_\_\_\_

Doctors Response: \_\_\_\_\_

Doctors Signature & Date: \_\_\_\_\_

Signature of Patient \_\_\_\_\_

Patient Address \_\_\_\_\_

## Communicating with You

In order to effectively communicate with you about your medical information we request that you complete this form identifying the best ways to provide you with your confidential information. We may need to communicate test results, prescription information or respond to a message you left for your physician's office. We may communicate with you through mail and telephone, including leaving messages on your answering machine/voice mail.

Please check all boxes that you give Dr. Jose Polanco permission to use for your communications:

<input type="checkbox"/> You may contact me by telephone	Phone Number: _____
<input type="checkbox"/> You may leave a message/voice mail	Phone Number: _____
<input type="checkbox"/> You may contact me Healow	

If you give permission for us to communicate with anyone else, please complete the list below:

Name/Phone Number	Relationship	Options
1.		<input type="checkbox"/> Billing Information <input type="checkbox"/> Appointment Information <input type="checkbox"/> Medical/Health Information
2.		<input type="checkbox"/> Billing Information <input type="checkbox"/> Appointment Information <input type="checkbox"/> Medical/Health Information

Because our office is now paperless, this means you will be able to see your medical records via Healow (Phone App) or on the desktop (Patient Portal). Patients are able to utilize the portal to accomplish tasks that would normally require a phone call, or even multiple calls this will allow us to have a faster response. This ability for patients to request / cancel appointments, referrals, billing questions and prescription refills directly from the patient portal increases the efficiency of our clinical staff, allowing them to keep their focus on assisting you with the patients who have the most urgent care needs and questions. Please don't hesitate to call us.

\_\_\_\_\_  
Signature of Patient/Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Patient/Responsible Party (Print)

\_\_\_\_\_  
Relationship to Patient



## **Agreement of Financial Responsibility**

Thank you for choosing us as your health care provider. We are committed to providing quality care and service to all of our patients. The following is a statement of our financial policy, which we require that you read and agree to prior to any treatment.

- Please understand that payment of your bill is considered part of your treatment. Fees are payable when services are rendered. We accept cash, check, credit cards, and pre-approved insurance for which we are a contracted provider and are the designated Primary Care Provider (PCP), if applicable.
- It is your responsibility to know your own insurance benefits, including whether we are a contracted provider with your insurance company, your covered benefits and any exclusions in your insurance policy, and any pre-authorization requirements of your insurance company.
- We will attempt to confirm your insurance coverage prior to your treatment. It is your responsibility to provide current and accurate insurance information, including any updates or changes in coverage. Should you fail to provide this information, you will be financially responsible.
- If we have a contract with your insurance company we will bill your insurance company first, less any copayment(s) or deductible(s), and then bill you for any amount determined to be your responsibility. This process generally takes 45-60 days from the time the claim is received by the insurance company.
- If we do not contract with your insurance company, you will be expected to pay for all services rendered at the end of your visit. We will provide you with a statement that you can submit to your insurance company for reimbursement.
- Proof of payment and photo ID are required for all patients. We will ask to make a copy of your ID and insurance card for our records. Providing a copy of your insurance card does not confirm that your coverage is effective or that the services rendered will be covered by your insurance company.
- Please understand some insurance coverages have Out-of-Network benefits that have co-insurance charges, higher co-payments and limited annual benefits. If you receive services are part of an Out-of-Network benefit, your portion of financial responsibility may be higher than the In-Network rate.

I have read the financial policies contained above, and my signature below serves as acknowledgement of a clear understanding of my financial responsibility. I understand that if my insurance company denies coverage and/or payment for services provided to me, I assume financial responsibility and will pay all such charges in full.

\_\_\_\_\_  
Signature of Patient /Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Patient/Responsible Party (please print)

### Open Balance Policy

Any open balance 30 days old will have to be paid in full or partially before you can be seen by Dr. Polanco. There will be only **one** exception, if you are on a payment plan and compliant. Below you will find a listing of the portion of the balance that you would have to pay off before being seen.

<u>If You Owe:</u>	<u>You Pay:</u>
\$0.01--\$75.00	100%
\$76.00--\$100.00	75%
\$101.00--\$150.00	50%
\$151.00--\$200.00	50%
\$201.00--\$300.00	40%
\$301.00--\$400.00	40%
\$401.00--\$500.00	30%
\$501.00--\$600.00	30%
\$601.00--\$700.00	30%
\$701.00--\$1,000.00	25%
\$1,001.00- and up!	10%

Please, sign and date on the acknowledge that you have read this. Thank you.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Cancellation / No Show Policy

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you don't call to cancel an appointment you are preventing another patient from getting much needed treatment. Please make sure when you call to cancel an appointment it is at least 24 hours in advance. If the appointment is not cancelled you will be charge **\$50.00 fee** that will not be covered by your insurance company.

Please, sign and date on the acknowledge that you have read this. Thank you.

Patient Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## FUNCTION STATUS & PAIN ASSESSMENT

Patient:

Date:

Date of Birth:

Physician: Jose F. Polanco

- 
1. Do you need assistance to walk? Yes No (if yes, do you utilize any of the following?)  
Walker Cane Wheelchair Powerchair Prosthetics
2. Do you wear any of the following? Yes No  
Glasses Contacts Hearing Aids Dentures Monocles
3. Do you have speech problems? Yes or No (if yes, please state): \_\_\_\_\_  
Yes No
4. Are you able to exercise? Yes or No (if no, please why): \_\_\_\_\_
5. Do you have any Advance Directive? Yes or No (if yes, please bring a copy in your next visit)  
Yes No
6. Do you have ongoing pain? Yes No Level of pain (10 being the worst)  
Location: \_\_\_\_\_ 1 2 3 4 5 6 7 8 9 10

---

Have you ever had performed any of these test? Yes or No (if yes, please state Month & Year)

### Female Only

Mammogram: Month \_\_\_\_\_ Year \_\_\_\_\_  
Bone Density: Month \_\_\_\_\_ Year \_\_\_\_\_  
Pap Smear: Month \_\_\_\_\_ Year \_\_\_\_\_

### Male Only

Prostate Exam: Month \_\_\_\_\_ Year \_\_\_\_\_

---

Have you ever had any of the following tests/ vaccinations? (On what approximate Month & Year)

Colonoscopy: Month _____ Year _____	Shingles Vaccine: Month _____ Year _____
Endoscopy: Month _____ Year _____	Tetanus Vaccine: Month _____ Year _____
Stool Test: Month _____ Year _____	Pneumonia Vaccine: Month _____ Year _____
Visual Exam: Month _____ Year _____	Flu Vaccine: Month _____ Year _____
Chest X-Ray: Month _____ Year _____	

---

### Smoking & Illicit Drugs

1. Are you a smoker? Yes or No What Type: \_\_\_\_\_ How many per week: \_\_\_\_\_  
Yes No
2. Are you a former smoker? Yes or No How long ago did you quit? \_\_\_\_\_ Never Smoked \_\_\_\_\_  
Yes No
3. Do you drink alcohol? Yes or No (if yes, state how much): \_\_\_\_\_ How many times per Month? \_\_\_\_\_  
Yes No
4. Do you use any illicit drugs? (if yes, name): \_\_\_\_\_ How often used? \_\_\_\_\_

---

\*Attention: anyone who takes controlled medication(s) will be referred to the specialists. We will no longer provide Pain or Psych medications starting January 1st, 2018.

---



List Current Doctors/Specialists

\_\_\_\_\_  
\_\_\_\_\_

1. When did you last have any of the following test done? Please provide the (Month, Year and Place).

- Chest X-Ray: \_\_\_\_\_
- MRI/MRA: \_\_\_\_\_
- CT scan / Angiogram: \_\_\_\_\_
- Ultrasound: \_\_\_\_\_
- Vascular Ultrasound: \_\_\_\_\_
- X-rays: \_\_\_\_\_
- Nuclear Medicine: \_\_\_\_\_
- Most Recent Blood Work: \_\_\_\_\_
- Echocardiogram: \_\_\_\_\_
- Spirometry: \_\_\_\_\_
- Other: \_\_\_\_\_
- Visual Exam: \_\_\_\_\_

2. Have you ever been Diagnosed with any of the following?

- A. Diabetes Mellitus
- B. Atrial Fibrillation
- C. Asthma / COPD
- D. Hepatitis
- E. HIV / AIDS
- F. Alzheimers/ Dementia
- G. Anxiety/ Depression
- H. Mental Disorder
- I. Heart Failure
- J. Kidney/ Liver Disease
- K. Osteoporosis
- L. Other: \_\_\_\_\_

3. Have you had any recent surgeries? If yes, please specify:

- A. \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_
- B. \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_
- C. \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Please list all current medications.

- A. \_\_\_\_\_ D. \_\_\_\_\_
- B. \_\_\_\_\_ E. \_\_\_\_\_
- C. \_\_\_\_\_ F. \_\_\_\_\_

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

# José F. Polanco, M.D., P.A.

## Patient Health Questionnaire-9

(PHQ-9)

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

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

Please answer the following questions to the best of your ability.  
Over the last 2 weeks, how often have you been bothered by any of the following?

Question	Not at all	Some days	Several days	Nearly every day
1. Little interest or no desire of doing things?	0	1	2	3
2. Feeling down, depressed or hopeless?	0	1	2	3
3. Trouble falling and or staying asleep. Sleeping too long?	0	1	2	3
4. Feel tired or with poor energy?	0	1	2	3
5. Poor appetite or overeating?	0	1	2	3
6. Feel bad about yourself, like a failure or that you have let yourself or family down?	0	1	2	3
7. Trouble concentrating or performing a task?	0	1	2	3
8. Have you been moving slow or speaking slower than usual? Or feeling fidgety or restless?	0	1	2	3
9. Thought of suicide or hurting yourself in some way?	0	1	2	3

Total Score: \_\_\_\_\_

- If you have checked off Any problems, please circle the impact these problems made your daily life style and dealing with the public?

Not difficult      Somewhat difficult      Very Difficult      Extremely difficult

Once your form is completed please email it to [info@polancomd.com](mailto:info@polancomd.com) and call us after at 941-708-3358 to make sure we have received the form. Thank you!