



Welcome, _____!

Thank you for choosing to continue your care at Neurology Specialists, PC! Enclosed is a packet of information that is needed for your upcoming appointment. We will need you to return this information prior to your appointment. Please send back to our office via one of the following methods: mail to our Bloomington office at 813 West Second Street Bloomington, Indiana 47403, fax to (812) 330-0404, or email to ashley@neurologyspecialists.net or neurology@neurologyspecialists.net.

Scheduled Appointment:

_____ at _____ AM/PM
Dr. Jamie C. Bales Dr. Brian H. Moore

OFFICE LOCATION:

Bloomington office is located at: 813 W. 2nd Street,
Bloomington, IN. 47403.

Thanks,
Neurology Specialists, PC
813 W 2nd Street
Bloomington, Indiana 47403
Telephone: (812) 330-0303
Facsimile: (812) 330-0404

Directions to the Bloomington office:

We are located at 813 West Second Street in Bloomington, IN.

If you live in or are familiar with the Bloomington area, we are located on 2nd street in between the Eye Center of Southern Indiana and Bloomington Hospital. We are on the south side of the street, which is the same side of the street that the hospital and Eye Center are located. Our office is NOT visible from the road, so please look for a blue sign with the name Neurology Specialists. Pull into the drive and go to the furthest building in the back.

If you are coming from the north (ex. Indianapolis, Martinsville), take State Road 37 South. Once in the Bloomington area, get off of the highway at the 2nd Street exit. At the end of the ramp there will be a stop light. Turn left on to 2nd street. You will go through 5 stoplights. Our office is after the fifth stoplight. You will see a church and a shop named Beautiful Creations. We are just after these two buildings on the south side of the street. Our office is NOT visible from the road, so please look for a blue sign with the name Neurology Specialists. Pull into the drive and go to the furthest building in the back. If you have passed Bloomington Hospital, you have gone too far.

If you are coming from the south (ex. Bedford, Mitchell), take State Road 37 North. Once in the Bloomington area, get off of the highway at the 2nd Street exit. At the end of the ramp there will be a stop light. Turn left onto 2nd street. You will go through 5 stoplights. Our office is after the fifth stoplight. You will see a church and a shop named Beautiful Creations. We are just after these two buildings on the south side of the street. Our office is NOT visible from the road, so please look for a blue sign with the name Neurology Specialists. Pull into the drive and go to the furthest building in the back. If you have gone past Bloomington Hospital you have gone too far.

If you are coming from the east via State Road 46 (ex. Columbus, Nashville); State Road 46 becomes 3rd Street once you come into Bloomington. Follow 3rd Street past the Indiana University campus and through downtown Bloomington. You will reach College Avenue. At the 3rd Street/College Avenue stoplight, turn left. At the first light on College Avenue, turn right on to 2nd street. You will pass the Bloomington Hospital. We are one block west of Bloomington Hospital on the same side of the street.

REGISTRATION FORM

<i>(Please Print)</i>												
Today's date:					PCP:							
PATIENT INFORMATION												
Patient's last name:			First:		Middle:		Mr.	Miss	Marital status (circle one)			
							Mrs.	Ms.	Single / Mar / Div / Sep / Wid			
Is this your legal name?		If not, what is your legal name?			(Former name):			Birth date:		Age:	Sex:	
Yes	No										M	F
Street address:					Social Security #:			Home phone #:				
								()				
P.O. box:			City:			State:		ZIP Code:				
Occupation:			Employer:				Employer phone no.:					
							()					
Referred to clinic by:												
INSURANCE INFORMATION												
<i>(Please give your insurance card to the receptionist.)</i>												
Person responsible for bill:			Birth date:		Address (if different):			Home phone no.:				
								()				
Please indicate primary insurance												
Subscriber's name:			Subscriber's SSN:		Birth date:		Group no.:		Policy no.:	Co-payment:		
										\$		
Patient's relationship to subscriber:			Self	Spouse	Child	Other						
Name of secondary insurance (if applicable):			Subscriber's name:				Group no.:		Policy no.:			
Patient's relationship to subscriber:			Self	Spouse	Child	Other						
IN CASE OF EMERGENCY												
Name of local friend or relative (not living at same address):					Relationship to patient:		Home #:		Work/Cell #:			
							()		()			



AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the below listed physicians to release information to Neurology Specialists, P.C. This authorization will remain in force for one year (365 days) from the date signed unless revoked in writing.

Name, address, phone and fax number of individual or organization

Name, address, phone and fax number of individual or organization

Name, address, phone and fax number of individual or organization

Name, address, phone and fax number of individual or organization

Release of Information/Medical Record Diagnosis: I hereby authorize the physician(s), physician assistant and staff of Neurology Specialists, P.C. to release a complete report of services rendered including diagnosis, findings and details of treatment and progress for the purpose of receiving payment for the services rendered to its authorized billing agents, my insurance carriers, employer's workers compensation insurance company, or other category of third party payer, the Social Security Administration under Title XVIII (18) of the Social Security Act, any Professional Review Organization, or other intermediaries responsible for payment of my charges. I understand that I may revoke this consent at any time by giving written notice. I understand that if I refuse to consent to the release of information, I will be held personally responsible for payment of all charges for services rendered.

Patient name (**please print**): _____

DOB: _____

Patient/Guardian Signature: _____

Date: _____

Neurology Specialists
813 West Second Street
Bloomington, IN 47403
Phone: (812) 330-0303
Fax: (812) 330-0404

Financial Policy and Authorization

1. **Authorization for Treatment:** I hereby authorize the physician assistant and staff of Neurology Specialists, P.C. to conduct such examinations, perform procedures as are medically required, and administer such treatment and medications as deemed necessary or advisable.

2. **Authorization for Assignment of Benefits:** In consideration of medical services provided I hereby assign and transfer to the physician(s) all of my rights, title and interest to medical reimbursement in accordance with the terms and benefits under my insurance policy or other health benefits otherwise payable to me for those services rendered by my physician, including Medicare Part B. I understand that I will be fully responsible for payment of any and all charges not covered by medical insurance. I understand that if I do not pay the balance in full within 90 days my account will be placed for collection unless a payment plan arrangement has been made and I will be responsible for all collection expenses including reasonable attorney's fees and court costs.

3. **Insurance filing:** I understand that as a courtesy, Neurology Specialists, P.C. will file for benefits with my insurance company/companies. I understand that fees may exceed charges allowed by my insurance carrier. I agree to be responsible to Neurology Specialists, P.C. for the full balance of the charges that are not paid by my private insurance carrier including any deductible, co-payments and co-insurance.

4. **Payments at the time of Visit:** Neurology Specialists, P.C. accepts cash, checks, Visa and MasterCard. I understand that nonsufficient fund check will have a \$25 fee added to my account. I understand that my insurance policy is a contract between me and my insurance carrier. I am aware that some, and perhaps all, of the services provided may be non-covered services and not considered reasonable and necessary under my medical insurance plan. If my insurance carrier requires a co-payment, co-insurance or deductible the payment is due at the time of service. I will also be responsible for payment of any outstanding patient balances. If I do not have health insurance coverage, I will be responsible for payment in full for my visit and any services rendered. I understand that I will be asked to pay this prior to service.

5. **Pre-certification:** If my insurance requires a pre-certification, it is my responsibility to make sure it is obtained. I will be held financially responsible if the pre-certification is not obtained.

6. **Motor Vehicle Accident:** If you are being treated for a personal injury such as a motor vehicle accident, please note that Neurology Specialists, P.C. will NOT file benefits on your behalf to an automobile insurance carrier. We also DO NOT accept attorney liens. All payments for services rendered will be expected at the time of your visit.

7. **Failed Appointments:** In the event that I do not show for a scheduled appointment without calling 24 hours in advance to cancel, I understand that I will be charged a \$50.00 fee that is non-refundable. I hereby certify that I have read and fully understand this financial policy and authorization form. I also certify that no guarantee or assurance has been made as to the results that may be obtained from any treatment.

8. **Disability/FMLA forms:** If your neurological condition requires time off from work, we will fill out the necessary forms and/or copy medical records (fees will apply) in a timely manner for you.

Patient name (**please print**): _____
Patient/Guardian Signature: _____

DOB: _____
Date: _____



NOTICE OF PRIVACY PRACTICES

I have received the HIPAA Notice of Privacy Practices as provided by Neurology Specialists, P.C. I understand I can request this document in entirety at any time. I understand this notice describes how my personal information is used and disclosed and how I can get access to my health information.

Patient Name: _____ DOB: _____

Patient Signature: _____ Date: _____

The people listed below have permission to receive medical information on my behalf. For example, the people listed could include family members, other physicians, insurance companies, worker comp. agencies, lawyers, etc. Please list and sign the bottom of this form. If you would not like to list anyone, simply sign at the bottom of this form.

1. _____
2. _____
3. _____
4. _____
5. _____

Patient Signature: _____ Date: _____

How may we contact you?

Please **check** (✓) the ways in which we can contact you. Also, in the space provided, list the numbers or email addresses in which we can contact you. May we leave a message? YES or NO (please circle)

_____ Home Phone # _____

_____ Work Phone # _____

_____ Cell Phone # _____

_____ Email address: _____