



Toll Free: (888) 985 - 2727 · Fax: (609) 567 - 8832

Our Commitment to You

- We will provide you with the most appropriate care in the most time efficient fashion.
- We will treat you with respect and professionalism.
- We will always do our best to keep your scheduled appointment and to minimize any wait time you may incur; however, due to circumstances beyond our control, there may be times that we must re-schedule your appointment with short notice.
- In order to give you as much notice as possible we request a phone contact so that we can reach you in person during the day, such as a business number or cell phone.
- We will do our best to move your appointment to an earlier time or date if we have a cancellation in our office schedule.

If you have any questions regarding this information, please do not hesitate to ask us. We are here to help you.

General Information

- Our office hours are very limited. It is very important that you keep your appointment.
- If you have an emergency and cannot keep your appointment, you must contact our office **no later than 48 hours** prior to your scheduled appointment date.
- We may charge a **NO SHOW FEE** if your appointment is not kept or cancelled 48 hours prior to your scheduled time.
- In order to treat you effectively and efficiently and within HIPAA guidelines, we require a Registration Form and several other forms be completed by you.
- We are sorry, but due to high fax volume, we are NOT able to accept any of the following documents via fax. Without the completed documents, films, tests, and referral, if appropriate, you will NOT be seen by the doctor and your appointment will be RESCHEDULED.
 1. Referral; if required by the insurance
 2. Active valid insurance card
 3. Case number or Claim number for Auto insurance or Worker's Comp
 4. Photo ID
 5. MRI films & Reports, CT Scan films & Reports, Bone scan reports
 6. EMG reports
 7. Primary doctor's notes, other specialists' notes (Orthopedic surgeon, neurologist, psychiatrist, rheumatologist, etc.)
 8. List of current medications
 9. Auto Insurance policy Declaration Page (PIP Coverage)

Medication Policy

- It is important to your health that you follow the directions carefully on all medications that we prescribe.
- In addition, we must be informed of all other medications, prescription and over-the-counter.
- We WILL **NOT** refill controlled medications in advance of their refill date.
- We WILL **NOT** mail prescriptions.
- We WILL **NOT** prescribe any opioid (narcotic) medications at the first visit.
- They must be given **IN PERSON** to you at the time of your appointment.
- If there is an unavoidable reason that you cannot make an appointment, we require a 3-day notice for a medication refill.

Financial Policy

- We are committed to providing you with the best possible care.
- We expect that you have an understanding of your responsibilities under your insurance contract in respect to referral and pre-authorization requirements, and your deductible, co-pay, and coverage limits.

- In order to achieve your maximum allowable benefits, we need your assistance and your understanding of our payment policy.
- Payment is due in full at time of service, unless you have made payment arrangements in advance with our business office.
- If you have insurance coverage with one of the plans we participate with, we will bill your insurance company along the guidelines of our contract; however, we require that **ALL COPAYS OR DEDUCTIBLES be paid at the time of service.**
- If you have an insurance with which we do not participate, we ask that payment be made at the time services are rendered and your insurance company will reimburse any amount due to you directly.
- Returned checks will be subject to **an additional \$35.00 service fee.**
- We will gladly discuss your proposed treatment and answer any questions relating to your insurance. Please realize; however, that your insurance is a contract between you, your employer and the insurance company. We are not a party to that contract.
- While filing of insurance claims is a courtesy we extend to our patients, all charges are the responsibility of the patient from the date the services are rendered.
- You will be required to show a copy of your insurance card at the time of service.
- If you do not have your insurance information or we are unable to verify your coverage, you will be required to pay for the services rendered to you that day.
- If your insurance coverage terminates or changes, you are responsible for notifying us of this change immediately so that we can assist you in receiving your maximum reimbursement.

Missed Appointments

- Please help us serve you better by keeping scheduled appointments.
- **Unless cancelled at least 48 hours in advance,** our policy is to charge a **NO SHOW FEE** for missed office appointments.
- **Missed appointments for procedures performed at surgery centers will incur a fee of \$100. This includes not following instructions; stopping of medications, food/drink restrictions and having a driver.**

I HAVE READ the Financial Policy. I UNDERSTAND and AGREE to this Financial Policy. I GUARANTEE payment of all charges incurred for the account. I hereby assign benefits to RELIEVUS for all claims submitted to my insurance on my behalf. I further agree to pay any attorney’s fee, court cost and related collection fees incurred.

_____	_____	_____
Patient Print Name	Patient Signature	Date
_____	_____	_____
Responsible Party Print Name (if not patient)	Responsible Party Signature (if not patient)	Date



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Important Note Regarding After Hours/Weekend Services

Relievus provides care for chronic problems. As such, our patients are not expected to require urgent care or immediate contact with this practice after hours. If you have an urgent medical problem after regular business hours (8AM to 5PM Monday through Friday) or over the weekend, please do one of the following:

- Contact your primary care physician
- Go to an urgent care center
- Go to the emergency department of the nearest hospital

It is permissible that you obtain medications from these physicians for any acute pain or new injury that you have.

It is your responsibility to contact us within the next two business days to inform us of any changes, additions, or deletions made to your narcotic regimen. All non-narcotic changes should be reported at your next office visit.

Thank you in advance.

By signing below, you agree that you have read the above notice regarding after hours/weekend services and that you understand your responsibilities.

Patient Name

Patient Signature

Date



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Patient Information

Last Name: _____ First Name: _____ Sex: M F

If patient is a minor, name of parent or guardian accompanying patient: _____

Relationship to Patient: _____ Phone # (if different): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ 2nd Phone: _____ Email: _____

Date of Birth: _____ SS# _____ Married Single Divorced Widowed

Referred by: _____ Phone: _____ Location: _____

Family Doctor: _____ Phone: _____ Location: _____

INSURANCE

Date of Accident (if applicable): _____ **Type of Accident:** _____

Please briefly describe the accident. If necessary, you may use the back of this page. Please also note whether you were in the course of employment at this time: _____

Primary Insurance Name: _____ Auto Health Workers Comp

Phone #: _____ Adjuster: _____ Ext: _____

Claim or ID #: _____ Group #: _____

Subscriber: _____ Relationship: _____

Subscriber Date of Birth: _____ Subscriber SS #: _____

Secondary Insurance Name: _____ Auto Health Workers Comp

Phone #: _____ Adjuster: _____ Ext: _____

Claim or ID #: _____ Group #: _____

Subscriber: _____ Relationship: _____

Subscriber Date of Birth: _____ Subscriber SS #: _____

Tertiary Insurance Name: _____ Auto Health Workers Comp

Phone #: _____ Adjuster: _____ Ext: _____

Claim or ID #: _____ Group #: _____

Subscriber: _____ Relationship: _____

Subscriber Date of Birth: _____ Subscriber SS #: _____

Attorney Name: _____ Firm: _____

Location: _____ Phone: _____

Employer Name: _____ Phone: _____

Emergency Contact: _____ **Phone:** _____

Are we authorized to release your medical information to the listed Emergency Contact? Yes No

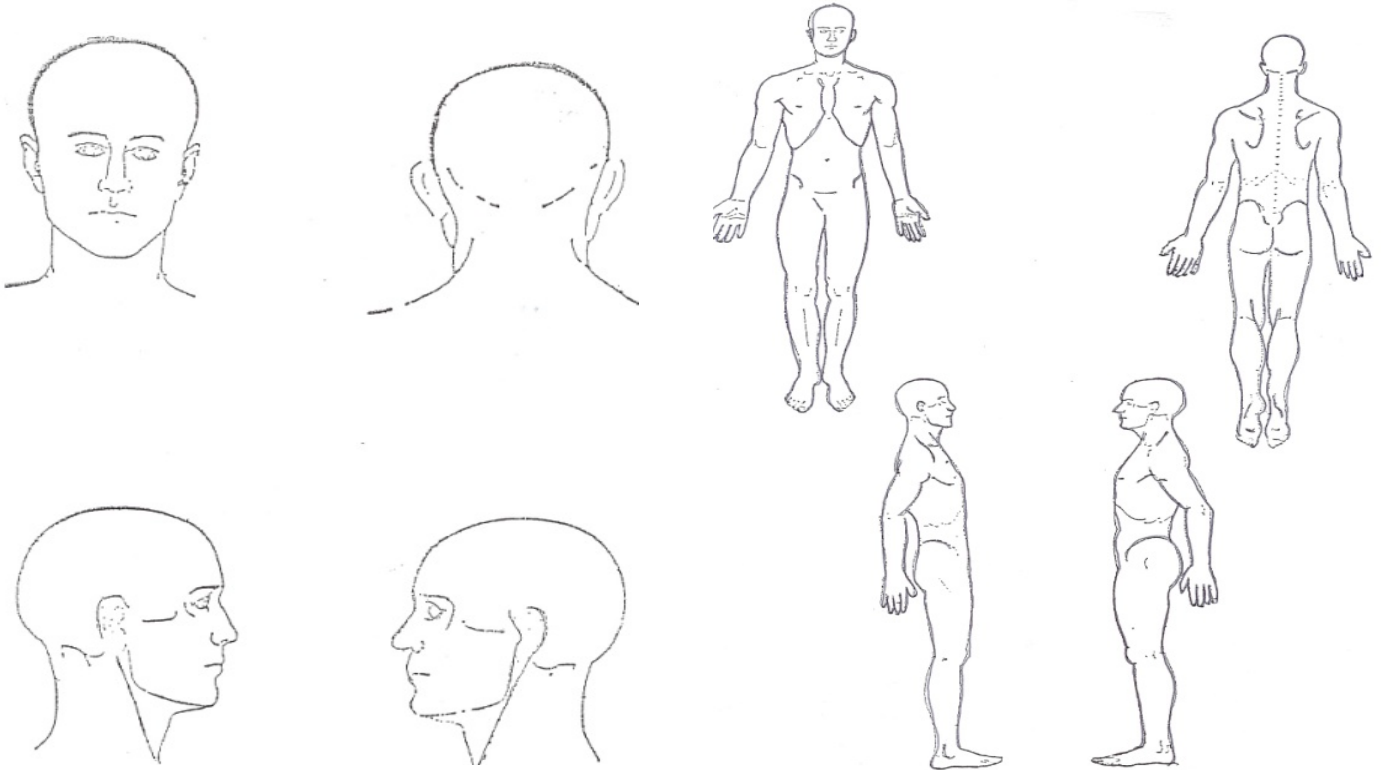
Signature: _____ **Date:** _____

Accident & Injury Questionnaire

Patient Name: _____ Today's Date: _____

Age: _____ Date of Birth: _____ Height: _____ Weight: _____

 Right hand dominant Left hand dominant Sex: Male Female

Chief Complaints. Please circle areas of current pain:

Circle Pain Level

- Current Pain Level (0 ~ 10) 0 1 2 3 4 5 6 7 8 9 10

- Average Pain Level (0 ~ 10) 0 1 2 3 4 5 6 7 8 9 10

- Location: _____

- Does the pain radiate anywhere? ("shooting down the left or right arm" or "shooting up to the head"):

- When did the pain start? _____

 - How did the pain start? Work Related Auto Accident Athletic Injury Injury at Home

 Other: _____

- Please describe your pain:

Dull Aching Sharp Shooting Stabbing Throbbing Numbness Burning

Other: _____

- How often is your pain present? Occasionally Frequently Constantly

- Worst time of the day? Morning Afternoon Evening Night All the time

- Any color change or temperature change? _____

- Numbness anywhere? _____

- "Pins and needles" or tingling sensation anywhere? _____

- Weakness? (Right leg, right arm, both legs...) _____

- Swelling? _____

- What makes symptoms worse/exacerbate? _____

Walking Standing Lying Down Sitting Bending Forward Bending Backward Driving

Coughing Bowel Movement Cold Weather Hot Weather Rainy Day Lifting Objects

- What makes symptoms better? _____

Resting Massage Exercise Sitting Lying Down TENS Unit Physical Therapy Chiropractic

Injections Sleeping Medications (Names): _____ Other: _____

- Sleeping: Well "OK" Terrible Sleeping How long? 2 hrs 4 hrs 6 hrs 8 hrs >10 hrs

- How often do you wake up due to pain? 0 1 2 3 4 >5 times

- Physical Therapy Location: _____ Date of Last Appt: _____ Duration: _____

- Chiropractic Treatment Location: _____ Date of Last Appt: _____ Duration: _____

- TENS Unit: Never Used I have a Unit Used at home daily Used at home as needed Used during PT

Previous "Injections" Treatments

Epidural _____
Date **Number of Injection(s)** **Doctor's Name**

Facet _____
Date **Number of Injection(s)** **Doctor's Name**

Nerve block _____
Date **Number of Injection(s)** **Doctor's Name**

Joints _____
Date **Number of Injection(s)** **Doctor's Name**

Other _____
Date **Number of Injection(s)** **Doctor's Name**

Acupuncture _____ Psychotherapy _____

Chiropractor _____ Other (Biofeedback, Meditation, Yoga, Swimming)

Review of System

- General:** Weight loss Weight Gain Fever Fatigue Loss of Appetite Nausea Vomiting
- Skin:** Skin Problem Rash Psoriasis Slow healing Easy bruising Itching
- Neuro:** Lightheaded/dizziness Fainting Weakness Stroke Tremor Seizure Memory Loss
- Eyes:** Vision Problem Glaucoma Blurred Vision Double Vision
- ENT:** Ear pain Hearing loss Ear noises Nose bleed Sore throat Hoarseness Dental Problems
- Cardiovascular:** Chest pain Chest Pressure Shortness of breath Irregular heart beat Murmurs
- Respiratory:** Coughing Difficulty breathing Asthma/Wheezing Coughing up blood
- Gastrointestinal:** Constipation Diarrhea Heartburn Bloody stool Pain in stomach Ulcers Hepatitis
- Genitourinary:** Painful urination Frequent Urination Bloody Urine Kidney stone Incontinence Loss of libido
 Sexual difficulty Infection
- Endocrine:** Hypothyroidism Hyperthyroidism Diabetes Parathyroid problems
- Hematology:** Anemia Bleeding disorder Easy bleeding Lymphoma/Leukemia Sickle cell disease
- Immunologic:** Catch cold easily HIV/AIDS Fever Hay Fever Frequent Sinus Problems Allergies
- Musculoskeletal:** Arthritis Rheumatoid Arthritis Osteoarthritis Compression Fracture Head Injury Neck Injury
 Lower back injury Spina trauma Birth trauma Birth defect Lupus Spina bifida Gout
 Osteoporosis Muscular Dystrophy Muscle pain Scoliosis
- *Women Only:** Irregular periods Premenstrual depression Hot flashes Menstrual Cramps Vaginal discharge
 Hysterectomy Breast surgery Nipple discharge Breast lumps Last mammogram _____
- *Men Only:** Burning on urination Dripping after urination Prostate problems Difficulty starting urination
- Psychiatric:** Depression Anxiety Panic attacks OCD Manic Bipolar Suicidal attempts
 Suicidal ideation Homicidal Hallucination Psychosis Other: _____

Past Medical History

- Heart:** Coronary artery disease Hypertension Murmurs Valvular disease Aneurysm
 High Cholesterol
- Lungs:** Asthma COPD Emphysema Bronchitis TB Pneumonia Lung Cancer
 Other: _____
- Gastrointestinal:** Ulcer Reflux Gastritis Hepatitis Cancer Bleeding Diverticulosis Other: _____
- Kidney:** Failure Stones Dialysis (When): _____ Other: _____
- Endocrine:** Diabetes Hypothyroidism Hyperthyroidism Other: _____
- Neuro:** Stroke Aneurysm Brain cancer Nerve injury Spinal cord injury Alzheimer's Dementia
 Seizures Parkinson's Other: _____
- Psychiatric:** Depression Bipolar Anxiety Panic disorder Psychosis Schizophrenia Other: _____
- Bone/Muscular:** Arthritis Rheumatoid arthritis Osteoarthritis Gout Osteoporosis Scoliosis
- Cancer:** _____
- Other:** _____

Past Surgery History

Allergies

Latex: Yes No Reaction: _____ Contrast (Dye): Yes No Reaction: _____
 Allergies to any medication(s) Yes, please list below Not that I know of

Current Medications (Please list current medications)

Significant Family History (Cancer, hypertension, diabetes, depression, back pain...)

Father's side: _____

Mother's side: _____

Siblings: _____

Social History

Tobacco: Never Quit in _____ Currently _____ pack per day
Alcohol: Never Rarely Moderate Daily _____
Use of drugs: Never Occasionally Frequently, Type/frequency: _____
Marital status: Single Married Separated Divorced Widowed

Family Status: Living with: _____

Occupation: _____

Disability: Yes No If yes, please list reason/type: _____

Litigation (Lawsuit): Yes No If Yes, against: _____

Working With: _____

MRI (Indicate Date): Neck _____ Upper Back _____ Lower Back _____ Other: _____

CT (Indicate Date): Neck _____ Upper Back _____ Lower Back _____ Other: _____

EMG (Indicate Date): Neck _____ Upper Back _____ Lower Back _____ Other: _____

This form was completed by: _____

Patient Signature: _____

Date: _____



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Opioid (Narcotic) Treatment Agreement

I understand that in order to receive care for the treatment of pain in Relievus, I **MUST** comply with the following rules:

1. I **UNDERSTAND** that narcotic and controlled drug prescriptions are **MY RESPONSIBILITY** once they are placed in my hand. I **UNDERSTAND** that if anything happens to this prescription (i.e. it is lost, stolen, flushed down the toilet, etc.), I am personally responsible, and physicians, physician's assistants and/or nurse practitioners **WILL NOT** rewrite the prescription until the designated time is given.
2. Your narcotic and controlled drug prescription **WILL NEVER** be refilled after hours or on the weekends.
3. All controlled substances should be obtained at the **SAME PHARMACY**. Should the need arise to change pharmacies our office must be informed.
4. I **WILL** take medications at the dose and frequency prescribed. Any changes in the dose or frequency will be discussed with my physician, physician's assistant and/or nurse practitioner at Relievus. If my medications are prescribed on an every eight-hour basis, I **WILL** take these medications every eight hours. I **UNDERSTAND** that if I use more than the allowed amount or use up my medication before my appointment date, **NO MORE PILLS WILL BE GIVEN**.
5. I **UNDERSTAND** that narcotics and controlled drug prescriptions **WILL NOT** be phoned into the pharmacy. I **MUST** appear for my given appointment time.
6. I **UNDERSTAND** that if I come in at an earlier date for an appointment, my medication **WILL NOT** be given until the date of the original appointment.
7. I **WILL** receive prescriptions at the interval determined by physician, physician's assistant and/or nurse practitioner in Relievus.
8. I **WILL NOT** receive controlled substances for the treatment of pain from any source other physician, physician's assistant and/or nurse practitioner in Relievus.
9. I **WILL** communicate with my primary physician that I am treated at Relievus for the controlled prescribing of pain medications. I understand that Relievus has the permission to discuss all diagnostic and treatment details with the dispensing pharmacist or other professionals who provide my health care.
10. I **WILL** consent to random drug testing. I will **NOT** drink any alcohol beverages with pain medications. I will **NOT** use any illegal substances (cocaine, heroin, crystal methamphetamine, PCP, ecstasy, ketamine, etc.) or use any controlled substances which are not prescribed in our practice while being treated with controlled substances at Relievus. Refusal of such testing or positive results will result in prompt termination of care from Relievus.
11. I **WILL** safeguard my prescribed medications. I understand that these medications may be lethal or hazardous to a person that is not tolerant to its affects, especially a child.
12. I **WILL** comply with my scheduled appointments.
13. I **UNDERSTAND** that there is a possibility of impairment of thought processes, especially if this narcotic is combined with a sedative, a sleeping pill, tranquilizer or alcohol.
14. I **UNDERSTAND** the possible adverse effects and dependencies associated with these medications. Overdose of medication may result in injury or possible death. Other side effects may include, but are not limited to constipation, difficulty in urination, fatigue, drowsiness, nausea, itching, loss of appetite, confusion, sweating, flushing, sexual dysfunction, and or depressed respiration.
15. I **UNDERSTAND** that if I plan to become pregnant or become pregnant, I have to inform the physician, physician's assistant and/or nurse practitioner in Relievus immediately. I **UNDERSTAND** that if I become pregnant, a child **WILL** likely be physically dependent at birth if I continue narcotics.
16. You are expected to **INFORM OUR OFFICE** of any new medications or medical conditions, and of any adverse effects you experience from any of the medications that you take.
17. I **UNDERSTAND** that changing date, quantity or strength of medication or altering a prescription in any way, shape or form is against the law. Forged signatures are also against the law. If there is a violation this will be reported to the patient's pharmacy, local authorities and DEA.
18. I realize that it is **MY RESPONSIBILITY** to keep others and myself from harm, including safety of driving and the operation of machinery.
19. I **UNDERSTAND** that if I violate this contract, all medications from Relievus **WILL** thereafter CEASE.
20. I **UNDERSTAND** this mode of treatment will be stopped if any of the following occurs:
 - a) I giveaway, sell, or misuse the drugs or use other people's drugs or illegal substances;
 - b) I am noncompliant with any of the terms of this agreement;
 - c) I disrespect or harass any Relievus personnel;
 - d) I do not follow up regularly or as requested by my physician, physician's assistant and/or nurse practitioner.

YOU ARE INFORMED that you have the right and power to sign and be bound by this agreement, and that you have read, understand and accept all of its terms.

Patient's Name / Signature

Date



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Consent for Opioid Therapy

Patient's Name: _____ Date of Birth: _____

I understand that the treatment with opioid pain medication is being carefully evaluated and recommended because my pain complaints are moderate to severe and other treatments have not sufficiently helped my pain. I understand that many medications can have interactions with opioids that can either increase or decrease their effect. Therefore, I have told the medical providers (physicians, nurse practitioners and/or physician assistants) at Relievus about all other medicines and treatments that I am receiving – and that I will promptly advise the medical provider at Relievus if I start to take any new medications or have new treatments. Likewise, I have told the medical providers at Relievus about my complete personal drug history and that of my family. I have been informed by the medical providers at Relievus that the initiation of a narcotic/opioid medication is a trial. Continuation of the medication is based on evidence of benefit to me from, associated side effects of, and compliance with instructions on, usage of the medication. I have also been informed by the medical providers at Relievus that continuation and any changes in dosage of the medication will be determined by pain relief, functional improvement, side effects, and adherence to usage restrictions.

It has been explained to me that taking narcotic/opioid medication has certain risks associated with it. These include, but are not limited to, the following:

- Allergic reactions
- Slowing of breathing rate, slowing of reflexes or reaction time, sleepiness, drowsiness, dizziness, and/or confusion
- Impaired judgment and inability to operate machines or drive motor vehicles
- Nausea, vomiting, and/or constipation, itching
- **Overdose** (which could result in harm or even death)
- **Addiction**
- **Physical dependence or tolerance** to the pain relieving properties of the medication (This means that if my medication is stopped, reduced in dose, or rendered less effective by other medications I may be taking, I may experience runny nose, yawning, large pupils, goose bumps, abdominal pain and cramping, diarrhea, irritability, aches throughout my body, and a flu-like feeling. These can be very painful but are generally not life-threatening.)
- Failure to provide pain relief
- Changes in sexual function (This is generally caused by reduced testosterone levels. Such reduced levels may affect mood, stamina, sexual desire and physical and sexual performance.)
- Changes in hormonal levels
- Use of these medications poses **special risks to women who are pregnant or may become pregnant**. If I plan to become pregnant or believe that I have become pregnant while taking this pain medicine, I will immediately call my obstetrician and this office to inform them. I have been advised that, should I carry a baby to delivery while taking this medication, the baby will be physically dependent upon opioids. I also understand that birth defects can occur whether or not the mother is on medicines and there is always the possibility that my child will have a birth defect while I am taking an opioid. Furthermore, I recognize that the long-term consequence on a child's development who was exposed to opioids is not understood.

It has been explained to me that there are other treatments that do not involve use of narcotic/opioid medications. Having been informed of these risks and potential benefits both of such medications and possible alternative treatments, I have freely consented to taking the narcotic/opioid medication.

I would note that I have been given the opportunity of ask any questions that I may have – and that any questions that I have raised have been discussed to my satisfaction. I will take this/these medication(s) only as prescribed and I will not change the amount or dosing frequency without authorization from the medical providers at Relievis. I understand that unauthorized changes may result in my running out of medications early, and early refills may not be allowed. I also understand that if I do not take the medication correctly, I may have withdrawal reactions that may include stomach pain, sweating, anxiety, nausea, vomiting and general discomfort. I will obtain all opioids prescriptions from my physician or, during his or her absence, by the covering physician. I will not request medications outside of normal business hours. I will obtain all scheduled medications from one pharmacy. I will notify my physician if I change pharmacies.

I hereby authorize the physicians, nurse practitioners and physician assistants at Relievis to discuss all diagnostic and treatment details of my condition with the pharmacists at the dispensing pharmacy. I will submit to random urine and/or blood drug tests as requested by the medical providers at Relievis to monitor my treatment. I understand that the presence of any unauthorized substances in my urine or blood may prompt referral for assessment of addiction or chemical dependency and could result in discontinuation of further opioid prescriptions. I also understand that failure to follow these rules may lead to my no longer being treated by the medical providers at Relievis. I will not share, sell or otherwise permit others to have access to these medications.

I HAVE READ THIS FORM (Page 1 and Page 2) OR HAVE HAD IT (Page 1 and Page 2) READ TO ME. I UNDERSTAND ALL OF IT. I HAVE HAD A CHANCE TO HAVE ALL OF MY QUESTIONS REGARDING THIS TREATMENT ANSWERED TO MY SATISFACTION. BY SIGNING THIS FORM VOLUNTARILY, I GIVE MY CONSENT FOR THE TREATMENT OF MY PAIN WITH OPIOID PAIN MEDICINES. I UNDERSTAND AND AGREE THAT FAILURE TO ADHERE TO THESE POLICIES WILL BE CONSIDERED NONCOMPLIANCE AND MAY RESULT IN CESSATION OF OPIOID PRESCRIBING AND POSSIBLE DISMISSAL FROM RELIEVUS.

Patient Print Name

Patient Signature

Date



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All PATIENTS! -- Mark each box that applies	Female	Male
	(These boxes are for Doctors / PAs / NPs)	
<input type="checkbox"/> Your current age is between 16 – 45 years old	1	1
<input type="checkbox"/> History of preadolescent sexual abuse	3	0
Family history of substance abuse		
<input type="checkbox"/> Family history of alcohol abuse	1	3
<input type="checkbox"/> Family history of illegal drug abuse	2	3
<input type="checkbox"/> Family history of prescribed drug abuse	4	4
Personal history of substance abuse		
<input type="checkbox"/> Personal history of alcohol abuse	3	3
<input type="checkbox"/> Personal history of illegal drug abuse	4	4
<input type="checkbox"/> Personal history of prescribed drug abuse	5	5
Psychological disease		
<input type="checkbox"/> Personal history of ADD, OCD, Bipolar, Schizophrenia	2	2
<input type="checkbox"/> Personal history of Depression	1	1
Total		

Patient Print Name

Patient Signature

Date



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Authorization and Consent

I request that payment of authorized Medicare Benefits be made on my behalf to **Relievus** for any services furnished me by **Relievus**. I authorize any holder of medical information about me to release to the Health Care Financing Administration and its agents or any information needed to determine these benefits or the benefits payable to related services. I permit a copy of this authorization to be used in place of the original and request payment of medical insurance benefits to myself or to the party who accepts assignment.

I request that payment of authorized Medigap Benefits be made on my behalf to **Relievus** for any services furnished to me by **Relievus**. I authorize any holder of medical information about me to release to my insurance carrier or any information needed to determine the benefits payable for related services.

AUTHORIZATION to release information and payment request. I certify that the service(s) covered by this claim have been received and I request that payment for these services be made on my behalf. I authorize any holder of medical or other information about me to release to the Division of Medical Assistance and Health Services or its authorized agents any information needed for this or a related claim.

ASSIGNMENT OF INSURANCE BENEFITS: I irrevocably assign all payments to **Relievus** for medical insurance benefits including any Major Medical Benefits otherwise payable to me under the terms of my policy but not to exceed the balance due to **Relievus** for services performed during this period of treatment. In making this assignment, I understand and agree that I am financially responsible to the above party for charges not paid under this insurance policy. I permit a copy of this authorization to be used in place of the original.

RELEASE OF INFORMATION: **Relievus** may disclose any or all parts of the clinical record to me, my insurance company(s) or employer(s) for purposes of satisfying charges billed by **Relievus**. I further understand that it may be necessary for **Relievus** to contact my past or present employer(s) in regards to this claim. This authorization does not cover 3rd party liability claims.

GUARANTEE OF ACCOUNT: **Relievus**, for and in consideration of services rendered by **Relievus** to the below named patient, the undersigned (jointly and severally, if more than one) guarantees payment of all charges incurred for said patient in accordance with the policy of payment of such bills. There will also be added 35% collection and reasonable attorney fee if your account goes to a collection agency.

THE UNDERSIGNED CERTIFIES THAT EACH HAS READ AND UNDERSTANDS THE ABOVE TERMS AND CONDITIONS.

Patient/Legal Representative Name

Patient/Legal Representative Signature

Date



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Authorization for Release of Information

Name of Patient: _____ **Date:** _____

Relievus is authorized to release protected health information about the above-named patient to the entities named below. The purpose is to inform the patient or others in keeping with the patient's instructions.

Entity to Receive Information Check each person/entity below that you approve to receive information.	Description of Information to be Release Check each item below that can be given to the person/entity as indicated on the left.
<input type="checkbox"/> Voicemail	<input type="checkbox"/> Results of Lab tests/x-rays <input type="checkbox"/> Other: _____
<input type="checkbox"/> Spouse (Provide Name & Phone Number) _____	<input type="checkbox"/> Financial <input type="checkbox"/> Medical as follows: _____
<input type="checkbox"/> Parent (Provide Name & Phone Number) _____	<input type="checkbox"/> Financial <input type="checkbox"/> Medical as follows: _____
<input type="checkbox"/> Other (Provide Name & Phone Number) _____	<input type="checkbox"/> Financial <input type="checkbox"/> Medical as follows: _____

Patient Information

I understand that I have the right to revoke this authorization at any time and that I have the right to inspect or copy the protected health information to be disclosed as described in this document. I understand that a revocation is not effective in cases where the information has already been disclosed, but will be effective going forward.

I understand that information used or disclosed as a result of this arbitration may be subject to redisclosure by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to refuse this authorization and that my treatment will not be conditioned on signing. This authorization shall be in effect until revoked by the patient.

Patient/Legal Representative Name

Patient/Legal Representative Signature

Date



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**Notice of Privacy Practices
Acknowledgement of Receipt**

Patient Name & Address: _____

I have received a copy of the Notice of Privacy Practices for the above-named practice.

Signature: _____ Date: _____

*** You may review our Notice of Privacy Practices under "Notice of Privacy Practices" on our website at: <http://www.relievus.com/forms/> or you may request a copy from the front desk. ***



For Office Use Only

We were unable to obtain a written acknowledgement of receipt of the Notice of Privacy Practices because of the following:

- An emergency existed and a signature was not possible at that time.
- The individual refused to sign.
- A copy was mailed with a request for a signature by return mail.
- Unable to communicate with the patient for the following reason:

 Other:

Prepared by: _____

Signature: _____ Date: _____