Personal Injury Financial Policy

Patient Signature

1.	If an attorney represent you:
	You must provide us with their name and address prior to receiving services.
	They must sign and fax a lien within 24 hours of your initial visit in our office.
	You must provide us with the following four forms of information:
	A. Personal Health InsuranceB. Medical Pay Insurance (Your auto insurance)C. Liability Auto Insurance (Person who hit you)
2.	If an attorney does not represent you:
You must provide us with their name and address prior to receiving services. They must sign and fax a lien within 24 hours of your initial visit in our office. You must provide us with the following four forms of information: A. Personal Health Insurance B. Medical Pay Insurance (Your auto insurance) C. Liability Auto Insurance (Person who hit you)	
You must provide us with their name and address prior to receiving services. They must sign and fax a lien within 24 hours of your initial visit in our office. You must provide us with the following four forms of information: A. Personal Health Insurance B. Medical Pay Insurance (Your auto insurance) C. Liability Auto Insurance (Person who hit you) 2. If an attorney does not represent you: You must sign a lien assigning payments for our services directly to us from your insurance carrier(s) prior to receiving services. You must provide us with the following three insurances: A. Personal Health Insurance B. Medical Pay Insurance (Your auto insurance) C. Liability Auto Insurance (Person who hit you) *Regardless of whether or not you have an attorney, if you do not have insurance you will a considered a cash patient and will be expected to pay for services at the time they are rendered.	
You must provide us with their name and address prior to receiving services. They must sign and fax a lien within 24 hours of your initial visit in our office. You must provide us with the following four forms of information: A. Personal Health Insurance B. Medical Pay Insurance (Your auto insurance) C. Liability Auto Insurance (Person who hit you) 2. If an attorney does not represent you: You must sign a lien assigning payments for our services directly to us from your insurance carrier(s) prior to receiving services. You must provide us with the following three insurances: A. Personal Health Insurance B. Medical Pay Insurance (Your auto insurance) C. Liability Auto Insurance (Person who hit you) *Regardless of whether or not you have an attorney, if you do not have insurance you will considered a cash patient and will be expected to pay for services at the time they are rendered.	
consid	ered a cash patient and will be expected to pay for services at the time they are
I have	read and agree to the above terms.

Date

Alexander Spine Center Motor Vehicle Accident Insurance Questionnaire

Name:	Accident I	Date:	
State accident occurred in:		_	v
Has the accident been reported to the police? Y/N If y If yes, whom? () Myself () My Driver () The other driv	ves, were they at the accident scene?		If yes, was anyone cited? Y/
2. Have you retained an attorney? Y/N If y	es, name of your attorney:		
Address:			Suite #:
City: Phone #: ()	State:	Fax #: (Zip Code:
Have you reported the accident to any insurance company? Y If yes, which one(s)? () My own () My driver's () The of the other driver's () The owner of the you in your own vehicle at the time of the accident? Y	Y/N owner of the vehicle I was in of the other driver's vehicle	αх π. (
3OX 1 – Information about the vehicle you were in, if it was N	NOT your own.		
Insured's Name:		f: () Sel	f() Spouse() Child() Other
Insured's address:			
Insured's Phone#: ()	Insurance Co Phon	e#: ()
Ins Co for the vehicle you were in:			
Medical Adjuster's Name:			
Medical Adjuster's Phone #: ()			Ext.:
Insurance Billing Address:			
3OX 2 – Your vehicle information: (Regardless if you were in Insured's Name:	Palationship to yoursel		f() Spouse() Child() Other
Insured's address:			
Insured's Phone#: ())
Ins Co for the vehicle you were in:			
Medical Adjuster's Name:	•		
Medical Adjuster's Phone #: ()			Ext.:
Insurance Billing Address:			Attn:
BOX 3 – Information pertaining to the person that hit you:			
Insured's Name:		f: () Sel	f () Spouse () Child () Other
Insured's address:			
Insured's Phone#: ())
Ins Co for the vehicle you were in:	•		
Medical Adjuster's Name:			
Medical Adjuster's Phone #: ()			Ext.:
Insurance Billing Address:			Attn:
5. Have you received the Personal Injury Protection forms from If yes, have you returned them to the insurance company			Do you have a copy? Y/N
Γhe information given in this questionnaire is true to the best of m	ny knowledge.		
Patient / Guardian Signature	Witness Signature		Today's Date

Alexander Spine Center Personal Injury Questionnaire

Name:	Police notified? () Yes () No Date of Accident:
1. Were you the () Driver or () Passe	ger / () Front Seat or () Back Seat / hit from () Behind () Front () L Side () R Side?
2. Did you strike any part of your bod If yes, what part?	7? () Yes () No
3. Were you knocked unconscious? (If so, for how long?) Yes () No
4. Where were you taken after the acc Were X-rays taken? () Yes	
	octor since the accident? () Yes () No name and phone number:
6. Please briefly describe the accident	
b) Later that same day:	a) Immediately after the accident:
	ts and / or physical symptoms:
	physical complaints that relate to this case? () Yes () No
	tions as a result of this injury? () Yes () No
11. Have you lost time from work as	result of this accident? () Yes () No - If yes, last date worked:
12. Since the accident occurred, are y	our symptoms: () Improving () Getting Worse () Same?
13. Have you ever been in a previous	auto accident? () Yes () No If yes, when?
	result of your previous accident? () Yes () No f your treatment?
	aints from your previous accident? () Yes () No
	apy treatments by this provider and accept that no guarantee of results or outcome is expressed. efits to Alexander Spine Center for services rendered.
Patient Signature	Parent / Guardian Signature Today's Date

Alexander Spine Center

Daniel W. Alexander, D.C.

11705 Jones Bridge Road, D101 Johns Creek GA 30005

678-297-0901; (fax) 678-297-0903

ASSIGNMENT OF BENEFITS AND RIGHT TO SUE FOR PIP

To Whom It May Concern:

I hereby authorize and direct any insurance company with whom I may make a claim for PIP or Med-Expense benefits, and/or my attorney, to pay directly **Alexander Spine Center**, (hereinafter referred to as "this health provider"), any money that is owed to this health provider for services provided to me.

In the event that any insurance company that is obligated to reimburse me for charges I incur with this health provider refuses to make such payments after demand is made by either me or this health provider, I hereby assign and transfer to this health provider any and all causes of action that I have against said insurance company, including but not limited to the right to bring a lawsuit, for the failure to pay the available PIP and/or Med-Expense benefits up to the amount of this health provider's full bill.

I authorize this health provider to bring any such cause of action either in my name or in this health provider's name. I further authorize this health provider to compromise, settle or otherwise resolve any such claim arising out of the insurance company's failure to pay to this health provider the full limit of available PIP or Med-Expense benefits up to the amount to its full bill.

I understand that I remain personally responsible for the total amounts due to this health provider for its services. I understand that payment is due at the time services are rendered, and that this health provider is providing a *courtesy* to me by trying to have the bill paid through alternative sources. I agree that this document does not constitute any consideration for this health provider to await payment, and that payment may be demanded from me immediately upon the rendering of services.

I authorize this health provider to release any information pertinent to my case to any insurance company or attorney to facilitate the collection of my bill. I agree that this health provider be given Power of Attorney to endorse or sign my name on any and all checks for payment of my doctor bill.

Patient: _			
Date:			



Irrevocable Assignment, Lien and Authorization Insurance Benefits and Attorney

TO WHOM IT MAY CONCERN:

I hereby authorize and direct you, my insurance carrier and/or attorney to pay directly to Alexander Spine Center, such sums as may be due and owing this office for services rendered me, both by reason of accident or illness and by reason of any other bills that are due this office and withhold such sums from any disability benefits, medical payment benefits, no fault benefits, health and accident, Workers' Compensation benefits, or any other insurance benefits obligated to reimburse me from any settlement, judgment or verdict on my behalf as may be necessary to adequately protect Alexander Spine Center. I hereby further give lien to said office against any and all insurance benefits named herein and any and all proceeds of any settlement, judgment or verdict which may be paid to me as a result of the injuries or illness for which I have been treated for by Alexander Spine Center. This is to act as an assignment of my rights and benefits to the extent of the office's services provided.

I understand that I remain personally responsible for the total amounts due the office for services rendered. I further understand and agree that this Assignment, Lien and Authorization does not constitute any consideration for the office to await payments, and they may demand payments from me immediately upon rendering services at their option.

I authorize the office to release any information pertinent to my case to any insurance carrier, adjuster or attorney to facilitate collection under this Assignment, Lien and Authorization.

I further understand and agree that if Alexander Spine Center must take any action to collect an outstanding balance on this account, I will be responsible for any payment of and will reimburse this office for all costs of such collection efforts, including but not limited to all court costs and all attorney fees.

Patient Signature:	(Seal)	Date:
I authorize my Attorneyoutstanding balance at settlement		to sign this lien to pay the
Patient Signature:	_(Seal)	Date:
Please sign this Assignment, Lien and Authorization	and return to Ale	exander Spine Center.
Attorney Signature:	(Seal)	Date:

Alexander Spine Center

Daniel W. Alexander, D.C.

11705 Jones Bridge Road, D101 Johns Creek, Ga 30005

678-297-0901; (fax) 678-297-0903

Third Party Disclaimer

I understand that according to the coordi	ination of benefits portion of my h	nealth insurance, there will be no
"provider discount" that applies when my	third party liability case is processe	ed, through my health insurance. I
understand that I am ultimately responsi	ble for all services rendered by A	lexander Spine Center, with no
regard to the practice's participation with	my health insurance, in this matter.	
D. i Gi		T-12-D-4-
Patient Signature	Witness Signature	Today's Date

DIAGNOSTIC IMAGING CONSULTANTS

A. Scott Thorpe, DC, DACBR, Rudy N. Heiser, DC, MS, DACBR, Terry Sandman, DC, MPH, DACBR

PH: (678) 297-0901 FAX: (678)	E. D101 JOHNS CREEK, GA 3000 297-0903	5	GONINAN, D.C		
Films/Date Exposed	Medica	l History			
F	Please print and complete form with	patient's signature			
Patient Name		Date of Birth	Sex	MF	
Address	City/Sta	te/Zip			
Address Phone	SS#	Case/Acct#			
BILL: PIP	Health/Other Ins.	xDR	Atty	_Patient	
Primary Insurance:	Phon	e			
Adjuster	ID/Cla	aim#			
Address	Insure	ed			
Address City/State/Zip	Date	of Injury/	/		
Attorney:	Phone_				
Address	City/Stat	e/Zip			
For and in consideration of receiving serical collowing: I authorize assignee to relect acilitate collection under this Assignment a	ise any information pertinent to my case, Lien, Reservation of Benefits and Authorization Reservation of Benefits and Authorization and all causes of action available G, PA d/b/a DIAGNOSTIC IMAGING Color and a patient acknowledge they are all circumstances, and as such, agree to event my insurance company, obligated payments and in order to maximize the everage remaining at the time the composited), to avoid exhaustion of coverage and I) further authorize, direct, notice and any such denial or reduction, and to hold the payments to me upon the Assignee, I hereby assign and transfer to be appropriated to make payments to me upon the Assignee, I hereby assign and transfer to be any and authorize Assignee to prosecutions, settle or otherwise resolve said claration pertinent to my case to any insuftion. I agree that the above mentioned any forms for payment of my bill. Assponsible for the total amounts due the sy have an insurance deductible or my innent, Lien and Authorization does not addering services at their option, although ans of pursuing payment for services renessignee shall be entitled to reasonable for those added costs.	e to any insurance contization. TO ESCROW ANY DISPUTE ander my policy of au NSULTANTS hereinafter, are foregoing or assuminate same serves as addited to make payments to benefits available under any receives the Assigne pursues request the Insurance of that amount in escrow under the charges made by Assignee any and all contains a same and all contains a same and a same company, adjust Assignee be given Spenare of their service insurance benefits may be require Assignee and costs aftered. Also, I understate attorney fees and costs attorney fees and costs.	repany, adjuster, or repany, adjuster, or repany, adjuster, or repany to several properties of the pro	attorney to attorney to atto, DIAGNOSTIC do to as the Assigned der this agreement in for this assignment made by assigned ge, I hereby reque company fails to p Agreement, both de and place in e assolved in the dices refused to ma to it I might have or the or in Assignee nam dicilitate collection hey to endorse/signey werage may only the be limited. I fur do they may demonstrated to the count is assigned to	t that ent of e for est the eay escrow ake nat ne pay ther and from o an
	Dated this day of	, 20			
Patient Signature	Printed Name	, , , , , , , , , , , , , , , , , , , ,	Witness: Deidra	a James	

5136 Central Ave., St. Petersburg, FL 33707 Phone: 727-579-2500 Toll Free: 877-579-8800 Fax 727-579-1060

Patient's Name	Number Date
LOW BACK DISABILITY QUESTION	INAIRE (REVISED OSWESTRY)
This questionnaire has been designed to give the doctor information a everyday life. Please answer every section and mark in each section consider that two of the statements in any one section relate to you, describes your problem.	tion only ONE box which applies to you. We realize you may
Section 1 - Pain Intensity	Section 6 – Standing
☐ I can tolerate the pain without having to use painkillers. ☐ The pain is bad but I can manage without taking painkillers. ☐ Painkillers give complete relief from pain. ☐ Painkillers give moderate relief from pain. ☐ Painkillers give very little relief from pain. ☐ Painkillers have no effect on the pain and I do not use them.	☐ I can stand as long as I want without extra pain. ☐ I can stand as long as I want but it gives extra pain. ☐ Pain prevents me from standing more than 1 hour. ☐ Pain prevents me from standing more than 30 minutes. ☐ Pain prevents me from standing more than 10 minutes. ☐ Pain prevents me from standing at all.
Section 2 Personal Care (Washing, Dressing, etc.)	Section 7 Sleeping
☐ I can look after myself normally without causing extra pain. ☐ I can look after myself normally but it causes extra pain. ☐ It is painful to look after myself and I am slow and careful. ☐ I need some help but manage most of my personal care. ☐ I need help every day in most aspects of self care. ☐ I do not get dressed, I wash with difficulty and stay in bed.	 □ Pain does not prevent me from sleeping well. □ I can sleep well only by using tablets. □ Even when I take tablets I have less than 6 hours sleep. □ Even when I take tablets I have less than 4 hours sleep. □ Even when I take tablets I have less than 2 hours sleep. □ Pain prevents me from sleeping at all.
Section 3 – Lifting	Section 8 – Social Life
 I can lift heavy weights without extra pain. I can lift heavy weights but it gives extra pain. Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned, for example on a table. Pain prevents me from lifting heavy weights, but I can manage light to medium weights if they are conveniently positioned. I can lift very light weights. I cannot lift or carry anything at all. 	 My social life is normal and gives me no extra pain. My social life is normal but increases the degree of pain. Pain has no significant effect on my social life apart from limiting my more energetic interests, e.g. dancing. Pain has restricted my social life and I do not go out as often. Pain has restricted my social life to my home. I have no social life because of pain. Section 9 – Traveling
Section 4 – Walking	☐ I can travel anywhere without extra pain.
 □ Pain does not prevent me from walking any distance. □ Pain prevents me from walking more than one mile. □ Pain prevents me from walking more than one-half mile. □ Pain prevents me from walking more than one-quarter mile □ I can only walk using a stick or crutches. □ I am in bed most of the time and have to crawl to the toilet. 	 ☐ I can travel anywhere but it gives me extra pain. ☐ Pain is bad but I manage journeys over 2 hours. ☐ Pain is bad but I manage journeys less than 1 hour. ☐ Pain restricts me to short necessary journeys under 30 minutes. ☐ Pain prevents me from traveling except to the doctor or hospital.
Section 5 Sitting	Section 10 – Changing Degree of Pain
 ☐ I can sit in any chair as long as I like ☐ I can only sit in my favorite chair as long as I like ☐ Pain prevents me from sitting more than one hour. ☐ Pain prevents me from sitting more than 30 minutes. 	 ☐ My pain is rapidly getting better. ☐ My pain fluctuates but overall is definitely getting better. ☐ My pain seems to be getting better but improvement is slow at the present.

Scoring: Questions are scored on a vertical scale of 0-5. Total scores and multiply by 2. Divide by number of sections answered multiplied by 10. A score of 22% or more is considered significant activities of daily living disability.

☐ Pain prevents me from sitting more than 10 minutes.

☐ Pain prevents me from sitting almost all the time.

(Score x 2) / (Sections x 10) = _____

%ADL

Reference: Fairbank, Physiotherapy 1981; 66(8): 271-3, Hudson-Cook. In Roland, Jenner (eds.), Back Pain New Approaches To Rehabilitation & Education. Manchester Univ Press, Manchester 1989: 187-204

 $\hfill\square$ My pain is neither getting better nor worse.

☐ My pain is gradually worsening.☐ My pain is rapidly worsening.

Comments_

Patient's Name	Number Date	
NECK DISAB	ILITY INDEX	
This questionnaire has been designed to give the doctor informatio everyday life. Please answer every section and mark in each s	section only ONE box which applies to you. We realize you m	ıay
consider that two of the statements in any one section relate to ye describes your problem.	ou, but please just mark the box which MOST CLOSEI	LY
Section 1 - Pain Intensity	Section 6 – Concentration	
☐ I have no pain at the moment. ☐ The pain is very mild at the moment. ☐ The pain is moderate at the moment. ☐ The pain is fairly severe at the moment. ☐ The pain is very severe at the moment. ☐ The pain is the worst imaginable at the moment.	 □ I can concentrate fully when I want to with no difficulty. □ I can concentrate fully when I want to with slight difficulty. □ I have a fair degree of difficulty in concentrating when I want to. □ I have a great deal of difficulty in concentrating when I want to. □ I cannot concentrate at all. 	ant to
Section 2 Personal Care (Washing, Dressing, etc.)	Section 7—Work	
☐ I can look after myself normally without causing extra pain. ☐ I can look after myself normally but it causes extra pain. ☐ It is painful to look after myself and I am slow and careful. ☐ I need some help but manage most of my personal care. ☐ I need help every day in most aspects of self care. ☐ I do not get dressed, I wash with difficulty and stay in bed.	 □ I can do as much work as I want to. □ I can only do my usual work, but no more. □ I can do most of my usual work, but no more. □ I cannot do my usual work. □ I can hardly do any work at all. □ I can't do any work at all. 	
Section 3 – Lifting	Section 8 – Driving	
 ☐ I can lift heavy weights without extra pain. ☐ I can lift heavy weights but it gives extra pain. ☐ Pain prevents me from lifting heavy weights off the floor, but I can manage if they are conveniently positioned, for example on a table. ☐ Pain prevents me from lifting heavy weights, but I can manage light to medium weights if they are conveniently positioned. ☐ I can lift very light weights. ☐ I cannot lift or carry anything at all. 	 ☐ I drive my car without any neck pain. ☐ I can drive my car as long as I want with slight pain in my ☐ I can drive my car as long as I want with moderate pain in neck. ☐ I can't drive my car as long as I want because of moderat in my neck. ☐ I can hardly drive my car at all because of severe pain in neck. ☐ I can't drive my car at all. 	n my e pair
Section 4 – Reading	Section 9 – Sleeping	
☐ I can read as much as I want to with no pain in my neck. ☐ I can read as much as I want to with slight pain in my neck. ☐ I can read as much as I want with moderate pain. ☐ I can't read as much as I want because of moderate pain in my neck. ☐ I can hardly read at all because of severe pain in my neck. ☐ I cannot read at all.	☐ I have no trouble sleeping. ☐ My sleep is slightly disturbed (less than 1 hr. sleepless). ☐ My sleep is moderately disturbed (1-2 hrs. sleepless). ☐ My sleep is moderately disturbed (2-3 hrs. sleepless). ☐ My sleep is greatly disturbed (3-4 hrs. sleepless). ☐ My sleep is completely disturbed (5-7 hrs. sleepless). Section 10 — Recreation	
Section 5-Headaches	☐ I am able to engage in all my recreation activities with no	neck
 □ I have no headaches at all. □ I have slight headaches which come infrequently. □ I have slight headaches which come frequently. □ I have moderate headaches which come infrequently. 	pain at all. ☐ I am able to engage in all my recreation activities, with so pain in my neck. ☐ I am able to engage in most, but not all of my usual recreativities because of pain in my neck.	

Scoring: Questions are scored on a vertical scale of 0-5. Total scores and multiply by 2. Divide by number of sections answered multiplied by 10. A score of 22% or more is considered a significant activities of daily living disability.

(Score__ x 2) / (___Sections x 10) = _____ %ADL_

☐ I have severe headaches which come frequently.

☐ I have headaches almost all the time.

%ADL

☐ I am able to engage in a few of my usual recreation activities

☐ I can hardly do any recreation activities because of pain in my

because of pain in my neck.

Comments_

☐ I can't do any recreation activities at all.

HEADACHE DISABILITY INDEX

NA	ME:		DATE:	AGE:	SCORES TOTAL:	; E_	; F	
lns	STRUCTIONS: Plea	ase CIRCLE t	he correct respo	nse:		(100)	(52)	(48)
1. 2.	I have headache: My headache is:	[1] 1 per month [1] mild	[2] more than but les [2] moderate	ss than 4 per mo	onth [3] more than [3] severe	one per w	eek.	

INSTRUCTIONS: PLEASE READ CAREFULLY: The purpose of the scale is to identify difficulties that you may be experiencing because of your headache. Please check off "YES", "SOMETIMES", or "NO" to each item. Answer each item as it pertains to your headache only.

F4 B	YES	SOMETIMES	NO
E1. Because of my headaches I feel handicapped.			
F2. Because of my headaches I feel restricted in performing my routine daily activities.			
E3. No one understands the effect my headaches have on my life.			
F4. I restrict my recreational activities (e.g. sports, hobbies) because of my headaches.			
E5. My headaches make me angry.			
E6. Sometimes I feel that I am going to lose control because of my headaches			
F7. Because of my headaches I am less likely to socialize.			1
E8. My spouse/significant other, or family and friends have no idea what I am going through because of my headaches.			
E9. My headaches are so bad that I feel I am going to go insane.			1 -
E10. My outlook on the world is affected by my headaches.			
E11. I am afraid to go outside when I feel a headache is starting.			
E12. I feel desperate because of my headaches.			
F13. I am concerned that I am paying penalties at work or at home because of my headaches.			
E14. My headaches place stress on my relationships with family or friends.			+
F15. I avoid being around people when I have a headache.			
F16. I believe my headaches are making it difficult for me to achieve my goals in life.			
F17. I am unable to think clearly because of my headaches.			+
F18. I get tense (e.g. muscle tension) because of my headaches.			+-
F19. I do not enjoy social gatherings because of my headaches.			+-
E20. I feel irritable because of my headaches.	П		+
F21. I avoid traveling because of my headaches.			-
E22. My headaches make me feel confused.			
E23. My headaches make me feel frustrated.			
F24. I find it difficult to read because of my headaches.			
		0	
F25. I find it difficult to focus my attention away from my headaches and on other things.			

Reference: Jacobson Gary P., Ramadan NM, et al., The Henry Ford Hospital Headache Disability Inventory (HDI). Neurology 1994; 44:837-842