

Monarch Pain Management New Patient Intake Form

Your completed intake paperwork helps our physicians and other providers get to know you and your medical history better. We rely on its accuracy and completeness to provide you with the best possible care. Please inquire at our front desk or call (714) 793-9260 if you have any question on how to complete any section on this form. You may fax this form back at (714) 793-9263 or bring it with you to your appointment.

Patient Inform	ation			
Today's date:				
Your name:		Date of	Birth:	Age:
Referring Physician	:	Primary	Care Physician:	
Pain History				
Chief Complaint (Re	eason for your visit	today)?		
Does this pain radia	te? If so where?			
Please list any addit	tional areas of pain:			
Use this diagram to	indicate the area of	your pain. Mark th	e location with an "X'	1
Right Left	Right Left	Left Right	Right Left	R L L R Left Right Right Left Right
Onset of Sympt	toms			
Approximately, when did this pain begin?				
What caused your c	urrent pain episode	?		
How did your curre	nt pain episode beg	in? 🛛 Gradually	\Box Suddenly	

Since your pain began,	, how has it changed?	□ Improved	\Box Worsened	\Box Stayed the same

Pain Description

Describe the character of your pain (eg: dull, stabbing, throbbing, etc):

What time of day is your pain at its worst?						
How often do	es the pain occur?					
\Box Constant	\Box Changes in severity but always present	\Box Intermittent (comes and goes)				
If pain "0" is n	o pain and "10" is the worst pain you can im	agine, how would you rate your pain?				
Right Now	The Best It Gets	The Worst It Gets				
What other factors worsen or affect your pain?						
What other fac	ctors relieve your pain?					
Are there any associated symptoms? (eg: numbness/tingling/weakness/incontinence, etc)						
What are the g	oals you wish to achieve with Pain Managemen	t?				

Diagnostic Tests and Imaging

Mark all of the following tests that you have had related to your current pain complaints:

□MRI of the:	Date:
□X-Ray of the:	Date:
CT Scan of the:	Date:
EMG/NCV study of the:	Date:
□Other Diagnostic Testing:	Date:
	_

□ I have not had ANY diagnostic tests for my current pain complaint

Please mark all of the following treatments you have had for pain relief: ☑

	No Change	Worsened Pain	Helped Pain
Spine Surgery			
Physical Therapy			
Chiropractic Care			
Psychological Therapy			
Brace Support			
Acupuncture			
Hot/Cold Packs			
Massage Therapy			
TENS Unit			

Epidural Steroid Injection – (circle all levels that apply) Cervical/Thoracic/Lumbar

 \Box Joint Injection – Joint(s)

□ Medial Branch Blocks/Facet Injections - (circle levels) Cervical/Thoracic/Lumbar

Nerve Blocks – Area/Nerve(s) - ______

 \Box Radiofrequency Nerve Ablation – (circle levels) – Cervical/Thoracic/Lumbar

Spinal Cord Stimulator – Trial Only/Permanent Implant ______

Trigger Point Injections – Where?

Vertebroplasty/Kyphoplasty – Level(s) ______

🗆 Other - _____

Which of these procedures listed above have helped with your pain?

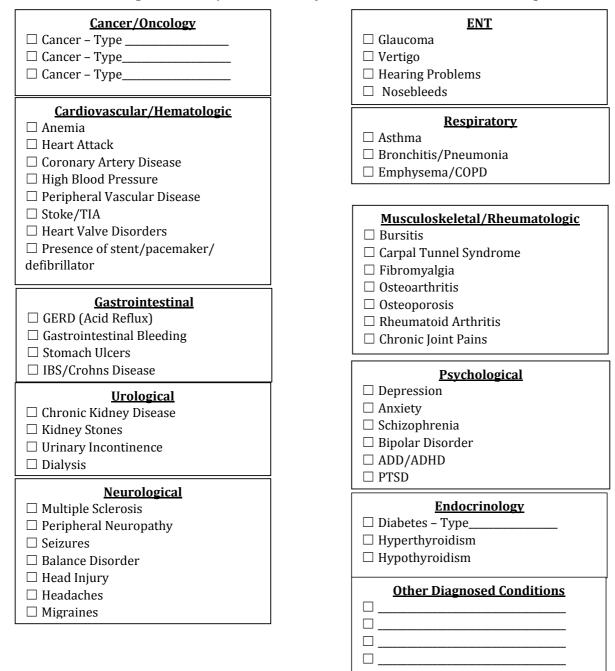
Please list the names of other Pain Physicians you have seen in the past?

Mark the following physicians or specialists you have consulted for your current pain problem(s):

\Box Acupuncturist	Neurosurgeon	Psychiatrist/Psychologist
□ Chiropractor	\Box Orthopedic Surgeon	\Box Rheumatologist
□ Internist	\Box Physical Therapist	□ Neurologist
□ 0ther		

Past Medical History

Mark the following conditions/diseases that you have been treated for in the past:



Past Surgical History

1)	Date?
2)	Date?
3)	Date?
4)	Date?
5)	Date?

Please list any surgical procedures you have had done in the past including date:

□ I have **NEVER** had any surgical procedures performed.

Family History					
Mark all appropriate diagnoses as they pertain to your parents and siblings:					
□Arthritis	□Cancer	□Diabetes			
□Headaches/Migraines	\Box High Blood Pressure	□Kidney Problems			
□Liver Problems	□Osteoporosis	□ Rheumatoid arthritis			
□Seizures	\Box Stroke				
Other Medical Problems:					
\Box I have no significant family medical history					

Social History

Occupation:	When was	the last tim	e you worked?	
Who is in your current household?				
Are there any stairs in your current home	?		If so how many	?
□ Temporary Disability □ Perm	anent Disabili	ty	\Box Retired	□ Unemployed
Are you currently under worker's compen	sation?	🗆 No	\Box Yes	
Is there an ongoing lawsuit related to your	r visit today?	🗆 No	\Box Yes	
Alcohol Use:				
□ Social Use □ Daily use of alcohol □	Never 🗆 His	story of alc	oholism 🛛 Current	alcoholism
Tobacco Use:				
\Box Current user \Box Former user	□ Ne	ver used		
□ Packs per day? □ How	many years? _		Quit Date:	
Illegal Drug Use:				
□ Denies any illegal drug use □ Curren	tly uses illegal	drugs 🗆	Formerly used illegal	drugs (not currently
Have you ever abused narcotic or prescrip	tion medicatio	ons?	□ Yes □ N	o

Current Medications

Are you currently taking any blood thinners or anti-coagulants?				□ YES	□ No	
If YES, which ones? Aspirin	🗆 Plavix	\Box Coumadin	\Box Lovenox	\Box Other		
Please list all medications you are currently taking including vitamins. Attach additional sheet if						

required:

Medication Name	<u>Dose</u>	<u>Frequency</u>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

Please list all past pain medications that you have been on at any point for your current pain complaints?

Medication Name	<u>Dose</u>	<u>Frequency</u>
1)		
2)		
3)		
4)		
5)		

Only if any of your medications cause constipation, please answer these questions. If not, skip this section.

On average, how often do you have a bowel movement?				
(Please check one)				
\Box More than 3 times per day	\Box 2 to 3 times per day			
\Box Once per day	\Box 2 to 3 times per week			
\Box Less than once per week				

Think back to when you started pain medicine. Did your bowel habits change? If so how?

Allergies		
Do you have any drug/medication allergie	es? □ Yes	S 🗆 No
If so, please list all medications you are al	lergic to	
Medication Name		Allergic Reaction
1)		
2)		
3)		
4)		
5)		
Topical Allergies: \Box Latex	Iodine 🗆 Tap	pe 🛛 IV Contrast

Review of Systems

Mark the following symptoms that you currently suffer from:

Constitutional: □Fevers □Chills □Sweats □Weakness □Fatigue □Decreased Activity □Malaise □Unexplained weight gain □Unexplained weight loss □Low sex drive □Difficulty sleeping

Eyes: \Box Blurriness \Box Double vision \Box Visual disturbance \Box Pain

Ears/Nose/Throat/Neck: \Box Hearing problems \Box Ear pain \Box Sinus problems \Box Sore throat \Box Nosebleeds

Respiratory: \Box Shortness of breath \Box Cough \Box Sputum production \Box Wheezing

Cardiovascular: Chest pain Palpitations Swelling in feet Shortness of breath during sleep Bleeding disorder Blood clots Fainting

Gastrointestinal: Nausea Vomiting Diarrhea Constipation Heartburn Abdominal pain

Genitourinary/Nephrology: □Painful urination □Blood in urine □Change in urine stream □Unusual discharge □Flank pain □Urinary incontinence

Musculoskeletal: □Back pain □Neck pain □Joint pain □Muscle pain □Muscle cramp □ Muscle spasm □Gait disturbances □Joint stiffness □Joint swelling □Trauma

Integumentary:
Rash
Itching
Lesions
Bruising

Neurological: Abnormal balance Confusion Numbness Tingling Dizziness Headaches Loss of coordination Memory loss Seizures Tinnitus Tremors Vertigo

Psychiatric: □Feeling anxious □Depressed mood □Suicidal thoughts □Hallucinations □Stress problems □Suicidal planning □Thoughts of harming others

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Assignment of Benefits Form

Patient:	Phone:
Address:	
City, State, Zip:	
ID#:	Group#:

I, ______, understand that services rendered to me by **Monarch Pain Management** are my financial responsibility and that the provider will bill my insurance company _______, as a courtesy. I authorize my insurance company to pay my benefits directly to **Monarch Pain Management** and I understand that I will be fully responsible for any outstanding balance on my account. THIS IS A DIRECT ASSIGNMENT OF MY RIGHTS AND BENEFITS UNDER THIS POLICY. This payment will not exceed my indebtedness to the above-mentioned assignee and I haves agreed to pay, in a current manner, any balance of said professional service charges over and above this insurance payment.

I have been given the opportunity to pay my estimated deductible and coinsurance at the time of service. I have chosen to assign the benefits, knowing that the claim must be paid within all state or federal prompt payment guidelines. I will provide all relevant and accurate information to facilitate the prompt payment of the claim by ______ (insurance company).

I authorize the provider to release any information necessary to adjudicate the claim, and understand that there may be associated costs for providing information beyond what is necessary for the adjudication of a clean claim.

I also understand that should my insurance company send payment to me, I will forward the payment to **Monarch Pain Management** within 48 hours. I agree that if I fail to send the payment to **Monarch Pain Managment** and they are forced to proceed with the collections process; I will be responsible for any cost incurred by the office to retrieve their monies. In the event patient receives any check, draft or other payment subject to this agreement, I will immediately deliver said check, draft or payment to provider. Any violations of this agreement will, at provider's election,

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terminate patient charge privileges with provider and bring any balance owed by patient to provider immediately due and payable.

I authorize the provider to initiate a complaint or file appeal to the insurance commissioner or any payer authority for any reason on my behalf and I personally will be active in the resolution of claims delay or unjustified reductions or denials.

Dated_____Witness _____

Signature of Patient/Guardian/Policyholder



FINANCIAL POLICIES AND PROCEDURES

At Monarch Pain Management, we believe that all patients who are rendered care at this office deserve the best medical care that can be provided. For us to provide you with the highest quality medical care and current technology, we must ensure that we are able to meet the expenses necessary to operate this facility. To ensure that these expenses are met, we provide you with this Agreement regarding our financial policy and your agreement to pay for services provided. Please sign and date this Agreement on the last page to indicate you accept these terms.

PAYMENT AT TIME OF SERVICE, FEES AND COLLECTIONS

Your insurance policy is a contract between you and your insurance company. We will not become involved in disputes between you and your insurance carrier. We do provide your insurance carrier with information regarding your diagnosis and treatment. We do not get involved in such matters as disputes regarding deductibles, copayments, non-covered charges and "usual and customary" charges. If your insurance carrier does not provide payment within 40-60 days after treatment, you will be responsible for payment. You are responsible for timely payment on your account. We require that you pay any amount not covered by your insurance such as deductibles and copayments under your policy on the day of service. If your plan requires you to pay co-insurance, you will be required to pay that. Monarch Pain Management, is required in accordance with its contract with your insurer to collect from you deductibles and copayments. We will determine your copay and how much of your yearly deductible under your policy has been met for the year. If you are unable to pay your copayment at check-in, another appointment will be made for you. Any additional payment owed will be collected in full at the time of service. If needed, we will work with you to arrange a payment plan.

We will request to see your current insurance card and photo identification at every visit so that we may bill the insurance company in a timely fashion. It is your responsibility to ensure we receive current and valid insurance coverage at each visit. It will be reviewed or copied every time you are here for a visit, no matter how frequently you are seen. If a claim is rejected because your insurance does not cover the type of service rendered, you will be held responsible for the outstanding balance. **Please call the telephone number on your insurance card before your appointment and they will assist you in finding out whether the service to be provided at the appointment is covered, whether a referral or prior authorization is required, and what your copay is and what your deductible is.** It is your responsibility to understand your insurance coverage. If your insurance does not cover the cost of your visit or procedure, you will be responsible for the charges for all services rendered. ______Initials.

Please educate yourself as to your coverage so that office visits, procedures, testing, and specialist referrals may be arranged to best suit your needs.

If a new problem is encountered, or if changes in treatment of a pre-existing condition are discussed in the process of performing a visit or exam, an additional copay and deductible payment may be incurred.

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If you are seen in our office by a nurse or a medical assistant for minor medical services you may be charged a limited office visit, and applicable co-pays will be collected.

If you carry a balance on your account during the time you present at our office, a payment on your account will be required at the time unless a Credit Card is kept on file or a payment plan is in place. Monarch Pain Management, reserves the right to terminate any patient who misses a payment. Under unusual circumstances, we are willing to work out personalized payment schedules if you so require and can demonstrate need. We accept cash, check or credit card.

COPAYS AND DEDUCTIBLES

CREDIT/DEBIT CARD ON FILE

We will always work with you to understand if there has been a mistake, and we will refund you if we have made a billing error. We will only charge the amount that we are instructed to by your insurance carrier, in the letter they send to us and the amount that you have agreed to, in the same way that we normally determine how much to send you a bill for in the mail.

ELECTIVE PROCEDURES/NON-COVERED PROCEDURES

Patients are required to pay the estimated self-pay portion of elective/non-covered procedures prior to services being rendered base on insurance verification and eligibility of benefits. ______Initials.

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SUBMISSION OF CLAIMS

PAYMENT OPTIONS

MEDICARE PATIENTS

NON-CONTRACTED INSURANCE (Out of Network)

UNINSURED/SELF-PAY

MISSED APPOINTMENTS/NO SHOWS/LATE FOR APPOINTMENT

We understand that you may not be able to keep all your scheduled appointments or might occasionally be late. Please understand that missed appointments have a detrimental impact on our practice and other patients. They also affect our ability to serve other patients in need of medical care. We understand there may be inclement weather or other circumstances that may require you to cancel your appointment. If you must cancel or re-schedule your appointment, please do so at least 24 hours in advance. Failure to cancel or re-schedule an appointment at least 24 hours in advance will be considered a no-show. We reserve the right to charge you \$100.00 for any no-show if permitted by law and your insurance contract. Payment of the missed appointment will be required prior to scheduling another appointment. Monarch Pain Management, reserves the right to terminate any patient with more than two no-show appointments upon 30 days written notice to the patient to seek medical help from another practice.



If you are running late on the day of your appointment due to unforeseen circumstances, please contact our office immediately so that we can determine whether we can see you that day or if we will need to reschedule your appointment. If you are more than 15 minutes late for an appointment, Monarch Pain Management may reschedule your appointment and refuse to see you at the originally scheduled time.

REFERRALS

FORMS AND MEDICAL RECORDS FEES

Due to the increasing costs of providing our patients with the highest standards of care, we must impose a charge for certain records and forms. It takes time for our providers and staff to retrieve and copy files, complete forms and write letters. The following charges apply:

FMLA, Disability, Corps, School forms not completed during an appointment, and Supplemental insurance forms \$<u>150</u>

Dictated letters, extensive forms with review of medical records \$<u>50</u> per page

Copies of records for personal use will be charged the allowed fee by the State of California.

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize Monarch Pain Management: (1) release any information necessary to insurance carriers regarding my illness and treatments; (2) process insurance claims generated in the course of examination or treatment; and (3) allow a photocopy of my signature to be used to process insurance claims for all services provided to me by Monarch Pain Management. This order will remain in effect until revoked by me in writing.

ASSIGNMENT OF BENEFITS, ASSIGNMENT OF RIGHTS TO PURSUE ERISA AND OTHER LEGAL AND ADMINISTRATIVE CLAIMS ASSOCIATED WITH MY HEALTH INSURANCE AND /OR HEALTH BENEFIT PLAN (INCLUDING BREACH OF FIDUCIARY DUTY) AND DESIGNATION OF AUTHORIZED REPRESENTATIVE

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In addition to the assignment of the medical benefits and/or insurance reimbursement above, I also assign and/or convey to the above named health care provider any legal or administrative claim or chose an action arising under any group health plan, employee benefits plan, health insurance or tort feasor insurance concerning medical expenses incurred as a result of the medical services, treatments, therapies, and/or medications I receive from the above-named health care provider (including any right to pursue those legal or administrative claims or chose an action). This constitutes an express and knowing assignment of ERISA breach or fiduciary duty claims and other legal and/or administrative claims.

I intend by this assignment and designation of authorized representative to convey to the above-named provider all of my rights to claim (or place a lien on) the medical benefits related to the services, treatments, therapies, and/or mediations provided by the above-named health care provider, including rights to any settlement, insurance or applicable legal or administrative remedies (including damages arising from ERISA breach of fiduciary duty claims). The assignee and/or designated representative (above-named provider) is given the right by me to (1) obtain information regarding the claim to the same extent as me; (2) submit evidence; (3) make statements about facts or law; (4) make any request including providing or receiving notice of appeal proceedings; (5) participate in any administrative and judicial actions and pursue claims or chose in action or right against any liable party, insurance company, employee benefit plan, health care benefit plan, or plan administrator. The above-named provider as my assignee and my designated authorized representative may bring suit against any such health care benefit plan, employee benefit plan, plan administrator or insurance company in my name with derivative standing at provider's expense.

Unless revoked, this assignment is valid for all administrative and judicial reviews under PPACA (health care reform legislation), ERISA, Medicare and applicable federal and state laws. A photocopy of this assignment is to be considered valid, the same as if it were the original.

I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT.

Signature	
Patient Name (PRINT):	

Date

Signature Name of Person Financially Responsible for Patient's Treatment (PRINT):

Date