

**ASSESSMENT OF LUMBAR PATIENT**

PATIENT'S NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

IS THE REASON FOR YOUR VISIT THE RESULT OF AN INJURY? IF YES, DATE OF INJURY: \_\_\_\_\_

WORK RELATED? Y N AUTO ACCIDENT? Y N OTHER? Y N \_\_\_\_\_

DESCRIBE THE SYMPTOMS YOU ARE EXPERIENCING. WHEN DID THEY START? \_\_\_\_\_

ARE THEY GETTING WORSE? YES NO HAVE YOU HAD THIS PROBLEM BEFORE? YES NO

**COMPLAINT:**

|                               |     |    |              | DOES THE FOLLOWING INCREASE YOUR PAIN? |       |    |  |
|-------------------------------|-----|----|--------------|--|-------|----|--|
| BACK PAIN                     | YES | NO | RIGHT / LEFT | STANDING                               | YES   | NO |  |
| HIP PAIN                      | YES | NO | RIGHT / LEFT | COUGHING                               | YES   | NO |  |
| LEG PAIN                      | YES | NO | RIGHT / LEFT | SNEEZING                               | YES   | NO |  |
| PAIN BELOW KNEE               | YES | NO | RIGHT / LEFT | WALKING                                | YES   | NO |  |
| NUMBNESS/TINGLING             | YES | NO | RIGHT / LEFT | SITTING                                | YES   | NO |  |
| WEAKNESS                      | YES | NO | RIGHT / LEFT |  |       |    |  |
| ARE BLADDER FUNCTIONS NORMAL? | YES | NO |              | IF NOT, EXPLAIN                        | _____ |    |  |
| ARE BOWEL FUNCTIONS NORMAL?   | YES | NO |              | IF NOT, EXPLAIN                        | _____ |    |  |

**WHAT TREATMENT HAVE YOU HAD FOR THE ABOVE SYMPTOMS:**

|                  |     |    | DATE: |                    |     |    | DATE: |
|------------------|-----|----|-------|--------------------|-----|----|-------|
| ANTI-INFLAMATORY | YES | NO | _____ | PHYSICAL THERAPY   | YES | NO | _____ |
| MUSCLE RELAXANTS | YES | NO | _____ | STEROID INJECTIONS | YES | NO | _____ |
| PAIN RELIEVER    | YES | NO | _____ | CHIROPRACTOR       | YES | NO | _____ |

**WHAT RECENT TESTING HAVE YOU HAD FOR THE ABOVE SYMPTOMS:**

|              |        | DATE: | WHERE: |
|--------------|--------|-------|--------|
| PLAIN X-RAYS | YES NO | _____ | _____  |
| MRI          | YES NO | _____ | _____  |
| MYELOGRAM    | YES NO | _____ | _____  |
| CT SCAN      | YES NO | _____ | _____  |
| EMG/NCS      | YES NO | _____ | _____  |

\*\*\*\*\*FOR DOCTOR USE ONLY\*\*\*\*\*

B/P: \_\_\_\_\_ P: \_\_\_\_\_ R: \_\_\_\_\_

|         | WNL | DESCRIPTION OF ABNORMALITIES |
|---------|-----|------------------------------|
| HEENT   | :   | _____                        |
| HEART   | :   | _____                        |
| LUNGS   | :   | _____                        |
| ABDOMEN | :   | _____                        |

**GREATER HOUSTON NEUROSURGERY CENTER**

**PATIENT'S PERSONAL MEDICAL HISTORY**

**CONFIDENTIAL RECORD:** The following information is confidential and will be used by your doctor in decisions regarding your care. Please answer all questions to the best of your knowledge.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: Male Female Marital Status: S M W D

DOES YOUR JOB REQUIRE YOU TO LIFT? \_\_\_\_\_ IF SO, HOW MUCH? \_\_\_\_\_ ARE YOU RIGHT OR LEFT HANDED? \_\_\_\_\_

DO YOU OR HAVE YOU EVER USED TOBACCO PRODUCTS? YES NO  
IF YES, WHAT AND HOW MUCH? \_\_\_\_\_

DO YOU OR HAVE YOU EVER USED ALCOHOLIC BEVERAGES?: YES NO  
IF YES, WHAT AND HOW MUCH? \_\_\_\_\_

DO YOU OR HAVE YOU EVER USED STREET DRUGS? YES NO  
IF YES, WHAT, WHEN AND HOW MUCH? \_\_\_\_\_

ARE YOU ALLERGIC TO ANY MEDICATIONS? YES NO  
IF YES, LIST ANY DRUGS WHICH YOU ARE ALLERGIC: \_\_\_\_\_

LIST ANY MEDICATIONS YOU ARE CURRENTLY TAKING INCLUDE AMOUNT AND FREQUENCY FOR THIS PROBLEM:  
(INCLUDE PRESCRIBED AND NON PRESCRIBED DRUGS)  
\_\_\_\_\_  
\_\_\_\_\_

LIST ANY SURGERIES WITH DATES WHICH YOU HAVE HAD:  
SURGERY: \_\_\_\_\_ DATE: \_\_\_\_\_ SURGERY: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST ANY SERIOUS ILLNESSES, INJURIES AND/OR ACCIDENTS INCLUDING DATES:  
ILLNESS: \_\_\_\_\_ DATE: \_\_\_\_\_ ILLNESS: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU HAVE OR HAVE YOU EVER HAD: (CIRCLE YOUR ANSWER. IF YES, GIVE DATE OF OCCURRENCE)  
STROKE YES NO \_\_\_\_\_ MIGRAINES YES NO \_\_\_\_\_ BLOOD CLOTS YES NO \_\_\_\_\_  
ASTHMA YES NO \_\_\_\_\_ TUBERCULOSIS YES NO \_\_\_\_\_ COLITIS YES NO \_\_\_\_\_  
BLEEDING TENDENCY YES NO \_\_\_\_\_ THYROID DISEASE YES NO \_\_\_\_\_ BLADDER INFECTION YES NO \_\_\_\_\_  
SEIZURES YES NO \_\_\_\_\_ ANXIETY YES NO \_\_\_\_\_ DEPRESSION YES NO \_\_\_\_\_  
AIDS AND/OR HIV YES NO \_\_\_\_\_ DIABETES YES NO \_\_\_\_\_ STOMACH ULCERS YES NO \_\_\_\_\_  
KIDNEY DISEASE YES NO \_\_\_\_\_ GLAUCOMA YES NO \_\_\_\_\_ ANEURYSM YES NO \_\_\_\_\_  
HIGH BLOOD PRESSURE YES NO \_\_\_\_\_ CHOLESTEROL YES NO \_\_\_\_\_ HIGH FEVER AFTER SURGERY YES NO \_\_\_\_\_  
RHEUMATIC/CONGENITAL HEART YES NO \_\_\_\_\_ HEPATITIS YES NO \_\_\_\_\_ TYPE? \_\_\_\_\_  
CANCER / LEUKEMIA YES NO \_\_\_\_\_ TYPE? \_\_\_\_\_ HEART DISEASE YES NO \_\_\_\_\_ TYPE? \_\_\_\_\_

DO YOU HAVE KNOWLEDGE OF ANY DIRECTLY RELATED PERSON WHO HAS OR HAS HAD ANY OF THE FOLLOWING:  
(CIRCLE ANSWER. IF YES, GIVE RELATIONSHIP TO YOU. FOR EXAMPLE: (M) MOTHER, (F) FATHER, (S) SISTER, (B) BROTHER,  
(MGF/PGF OR MGM/PGM) MATERNAL/PATERNAL GRANDFATHER/MOTHER, (MA/PA OR MU/PU) AUNT /UNCLE)  
STROKE YES NO \_\_\_\_\_ MIGRAINES YES NO \_\_\_\_\_ BLOOD CLOTS YES NO \_\_\_\_\_  
ASTHMA YES NO \_\_\_\_\_ TUBERCULOSIS YES NO \_\_\_\_\_ COLITIS YES NO \_\_\_\_\_  
BLEEDING TENDENCY YES NO \_\_\_\_\_ THYROID DISEASE YES NO \_\_\_\_\_ SEIZURES YES NO \_\_\_\_\_  
ANXIETY YES NO \_\_\_\_\_ DEPRESSION YES NO \_\_\_\_\_ AIDS AND/OR HIV YES NO \_\_\_\_\_  
DIABETES YES NO \_\_\_\_\_ STOMACH ULCERS YES NO \_\_\_\_\_ KIDNEY DISEASE YES NO \_\_\_\_\_  
ALZHEIMERS/DEMENTIA YES NO \_\_\_\_\_ ANEURYSM YES NO \_\_\_\_\_ HIGH BLOOD PRESSURE YES NO \_\_\_\_\_  
CHOLESTEROL YES NO \_\_\_\_\_ BACK PROBLEMS YES NO \_\_\_\_\_ NECK PROBLEMS YES \_\_\_\_\_  
PROBLEMS/HIGH FEVER AFTER SURGERY \_\_\_\_\_ RHEUMATIC/CONGENITAL HEART YES NO \_\_\_\_\_  
HEPATITIS YES NO \_\_\_\_\_ TYPE? \_\_\_\_\_ CANCER / LEUKEMIA YES NO \_\_\_\_\_ TYPE? \_\_\_\_\_  
HEART DISEASE YES NO \_\_\_\_\_ TYPE? \_\_\_\_\_ OTHER? \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ PATIENT'S SIGNATURE: \_\_\_\_\_

PLEASE CONTINUE ON OTHER SIDE



# Greater Houston Neurosurgery Center

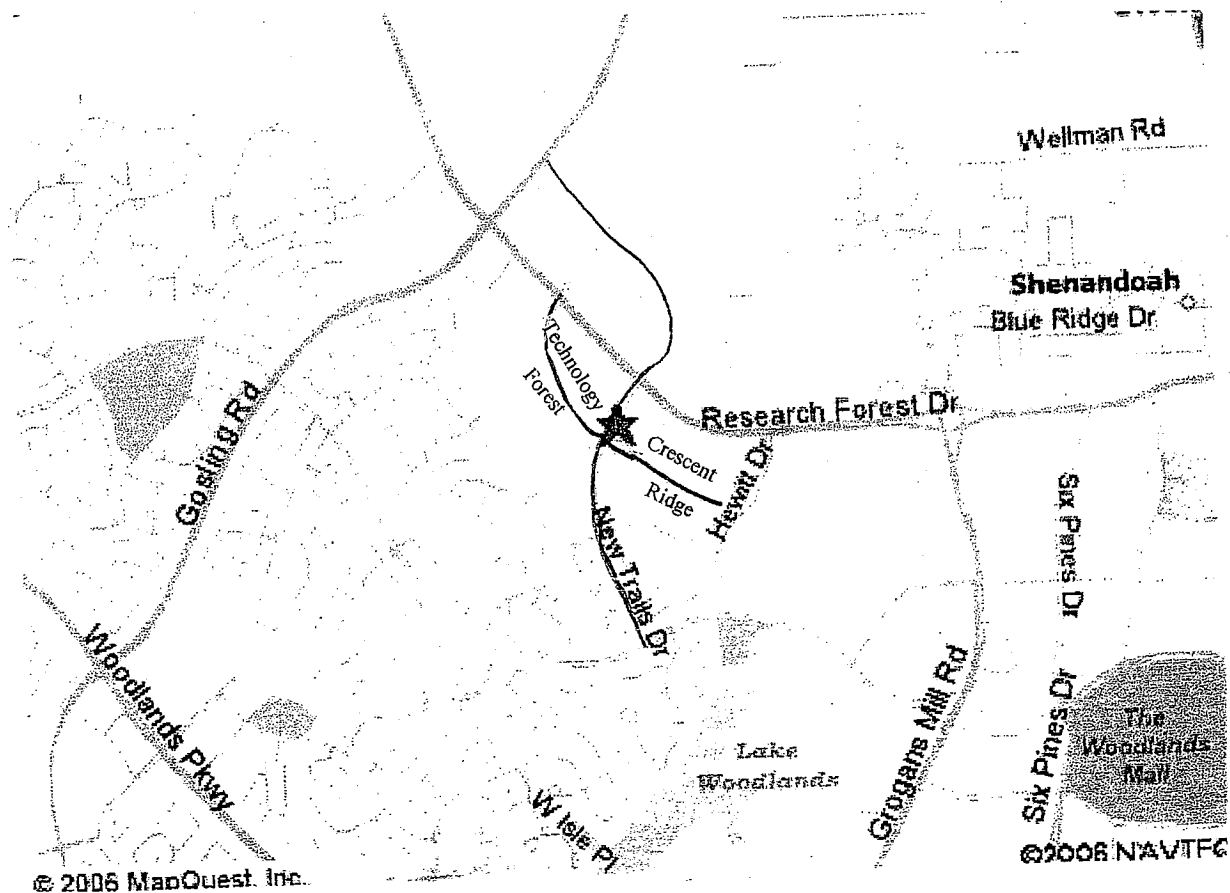
9200 New Trails Dr.  
Suite 100  
The Woodlands, TX 77381  
281-364-9509  
281-364-0984 fax

## From the NORTH:

I45 South – take the Research Forest exit and turn right.  
Drive 1.8 miles and turn left onto New Trails (there is a light).  
Just beyond the first intersection, you will see the parking lot entrance.  
The building is on the corner of New Trails and Crescent Ridge/Technology Forest.  
We are on the first floor of a brown stucco building.

## From the SOUTH:

I45 North – take the Research Forest exit and turn left, under the highway.  
Drive 1.8 miles and turn left onto New Trails (there is a light).  
Just beyond the first intersection, you will see the parking lot entrance.  
The building is on the corner of New Trails and Crescent Ridge/Technology Forest.  
We are on the first floor of a brown stucco building.



TODAY'S DATE: \_\_\_\_\_ THE GREATER HOUSTON NEUROSURGERY CENTER PA  
**PATIENT INFORMATION**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (INITIAL)

SEX:  FEMALE  MALE  
PLEASE CHECK ONE

ADDRESS: \_\_\_\_\_  
STREET

DATE OF BIRTH: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SS#: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_

OTHER PHONE #: (\_\_\_\_) \_\_\_\_\_

MARITAL STATUS:  SINGLE  MARRIED  WIDOWED  DIVORCED  SEPARATED

EMPLOYER'S NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

WHO REFERRED YOU TO OUR OFFICE:  
 NAME: \_\_\_\_\_

GUARANTOR'S INFORMATION  
 NAME: \_\_\_\_\_  
(LAST) (FIRST) (INITIAL)

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET

ADDRESS: \_\_\_\_\_  
STREET

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 IS THIS YOUR PCP?  YES  NO  
(PRIMARY CARE PHYSICIAN) PLEASE CHECK ONE

HOME PHONE: (\_\_\_\_) \_\_\_\_\_

WORK PHONE: (\_\_\_\_) \_\_\_\_\_

PHARMACY NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

**PLEASE SEND CORRESPONDENCE TO THE FOLLOWING:**

PHYSICIAN'S NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PHYSICIAN'S NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

**FOR WORKER'S COMP USE ONLY**

DATE OF INJURY: \_\_\_\_\_ W/C CLAIM# \_\_\_\_\_

WHO IS YOUR TREATING DR? \_\_\_\_\_  
 PHONE: (\_\_\_\_) \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

CASE MANAGER'S NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADJUSTER'S NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

TODAY'S DATE:

THE GREATER HOUSTON NEUROSURGERY CENTER PA

INSURANCE INFORMATION

TYPE OF COVERAGE:

SELF PAY GROUP HMO PPO OTHER:
PLEASE CHECK ONE

MEDICARE PART B#: MEDICAID#

PRIMARY INSURANCE COMPANY'S NAME:

PHONE#:( )

CLAIMS ADDRESS:

STREET CITY STATE ZIP

INSURED'S NAME: SEX: FEMALE MALE
PLEASE CHECK ONE

DATE OF BIRTH: SS#:

EMPLOYER'S NAME: PHONE: ( )

ADDRESS: STREET CITY STATE ZIP

COVERAGE EFFECTIVE: FROM: TO:

SUBSCRIBER ID#: GROUP #:

RELATIONSHIP TO PATIENT: SELF SPOUSE CHILD OTHER
PLEASE CHECK ONE

PLEASE GIVE ANY INSURANCE CARDS TO THE RECEPTIONIST - WE WILL TAKE COPIES OF ALL OF YOUR CARDS -- THANK YOU

OTHER INSURANCE INFORMATION

TYPE OF COVERAGE: SUPPLEMENT SECONDARY OTHER:
PLEASE CHECK ONE

INSURANCE COMPANY'S NAME:

PHONE#:( )

CLAIMS ADDRESS:

STREET CITY STATE ZIP

INSURED'S NAME: SEX: FEMALE MALE
PLEASE CHECK ONE

DATE OF BIRTH: SS#:

EMPLOYER'S NAME: PHONE: ( )

ADDRESS: STREET CITY STATE ZIP

COVERAGE EFFECTIVE: FROM: TO:

SUBSCRIBER ID#: GROUP #:

RELATIONSHIP TO PATIENT: SELF SPOUSE CHILD OTHER
PLEASE CHECK ONE

**THE GREATER HOUSTON NEUROSURGERY CENTER, P.A.**  
**9200 NEW TRAILS DRIVE, SUITE 100**  
**THE WOODLANDS, TEXAS 77381**  
**OFFICE (281) 364-9509**  
**FAX (281) 364-0984**

PATIENT'S NAME: \_\_\_\_\_

**CONSENT AND AUTHORIZATION FOR TREATMENT**

I (We) hereby grant permission to authorize and direct the authorities of The Greater Houston Neurosurgery Center, P.A. to perform such medical procedures on me (him/her) as they deem in their judgment advisable or necessary for the treatment and/or care of (1) any conditions now recognized or contemplated, and (2) any conditions, not now recognized or contemplated, which are revealed or arise during the course of such treatment or care.

I (We) acknowledge that no warranty or guaranty has been made as to the results that may be obtained from such treatment and/or care, that I (we) understand the nature and purpose of the above authorized treatment and that I (we) have fully informed myself (ourselves) of the contents and effects of the above Consent and Authorization and do hereby freely give my (our) consent thereto.

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

Signer's Name: \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

**ASSIGNMENT OF BENEFITS TO THE GREATER HOUSTON NEUROSURGERY CENTER, P.A.**

I certify that the information given by me is true and correct to the best of my knowledge and I promise to pay The Greater Houston Neurosurgery, P.A. all charges incurred for the above patient. I understand and acknowledge that I am responsible for all charges not paid by any insurance company or third-party payor. I hereby authorize payment be made directly to The Greater Houston Neurosurgery, P.A. for any benefits due me (us) by any insurance company. I hereby authorize the use of a photographic reproduction of this authorization in place of this original.

I hereby authorize any holder of medical information about me to release to my insurance carrier or sponsoring agency when relevant or needed for processing of any benefit claim.

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

Signer's Name: \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

THE GREATER HOUSTON NEUROSURGERY CENTER, P.A.  
9200 NEW TRAILS DRIVE, SUITE 100  
THE WOODLANDS, TEXAS 77381  
OFFICE (281) 364-9509  
FAX (281) 364-0984

PATIENT'S NAME \_\_\_\_\_

**ACKNOWLEDGEMENT OF NO SHOW AND LATE CANCELLATION POLICY:**

The policy for no shows and/or late cancellations is as follows: A fee will be assessed for patient appointments not kept or cancelled at least one day prior to the appointment date. This fee will be due from the patient and is **not payable by insurance**.

There will be a charge of \$100 for all no shows or late cancellations. This will be due and payable by the 15<sup>th</sup> of the following month or required to be paid prior to scheduling another appointment, which ever comes first.

I (we) understand and agree to this policy.

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

Signer's Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

**THE GREATER HOUSTON NEUROSURGERY CENTER, P.A.  
9200 NEW TRAILS DRIVE, SUITE 100  
THE WOODLANDS, TEXAS 77381  
OFFICE (281) 364-9509  
FAX (281) 364-0984**

**CONSENT TO DISCLOSE  
PRIVATE HEALTHCARE INFORMATION  
FOR TREATMENT, PAYMENT, AND/OR HEALTHCARE OPERATIONS**

I, \_\_\_\_\_, Social Security Number \_\_\_\_\_, date of birth \_\_\_\_\_, hereby authorize and consent for THE GREATER HOUSTON NEUROSURGERY CENTER, P.A., 9200 New Trails Drive, Suite 100, The Woodlands, Texas 77381 to release any and all medical, and/or psychological reports or records, including, but not limited to, medical notes, physician narratives, office notes, operative notes, discharge summaries, Doctor's orders, Nurse's notes, lab reports, test results, physical therapy progress notes, patient progress reports, diagnosis, post-operative reports, post-operative diagnosis, pathology reports, x-rays, MRI's, any records reflecting treatment for substance abuse, mental illness, AIDS, HIV virus, alcohol abuse, including any x-rays, diagnostic studies, laboratory slides, clinical abstract, histories, charts, and other information contained therein, any documents and opinions relevant to past, present, or future physical and mental condition, treatment, care or hospitalizations, and any other personal health information regarding my medical care as necessary to carry out treatment, obtain payment, and/or conduct other healthcare operations.

The release of the matters listed above is being authorized for purposes of obtaining medical treatment, payment for such services and other health care operations.

A copy of this authorization is agreed by the undersigned to have the same effect and force as an original.

This Consent to Disclose Private Healthcare Information may be revoked in writing. However, such revocation shall not be effective on an entity that has taken action in reliance upon this Consent prior to its revocation and/or if this Consent was obtained as a condition of obtaining insurance and a law provides the insurer the right to contest a claim under the policy.

Any person, firm, or entity that releases matters pursuant to this authorization is hereby absolved from any liability that might otherwise result from the release of those matters.

I further acknowledge that the information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer be protected by the privacy regulations.

I further understand that I have the right to review THE GREATER HOUSTON NEUROSURGERY CENTER, P.A.'s privacy notice and to request restrictions.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signer's Relationship to Patient (if other than Patient)

\_\_\_\_\_  
Patient's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

Special Restrictions:

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

## COMPLIANCE ASSURANCE NOTIFICATION FOR OUR PATIENTS

To Our Valued Patients and/or their Legal Guardians:

Healthcare fraud and abuse have been identified as a national problem costing taxpayers literally billions of dollars each year. We want you to know that all of our employees, managers and physicians continually undergo training so that they may understand and comply with government rules and regulations regarding Medicare, Workers Compensation, federal and state healthcare laws and regulations. We strive to achieve the very highest standards of ethics and integrity in performing services for our patients.

It is our policy to properly determine accurate compensation for our services in accordance with the governmental rules, laws and regulations. We want to ensure that our practice never contributes in any way to the growing problem of improper expenditures. As part of this plan, we have implemented a Compliance Program that we believe will help us prevent any Medicare, Workers Compensation service or billing errors and/or federal or state law violations.

We also know that we are not perfect! Because of this fact, our policy is to listen to our employees and our patients without any thought of penalization if they feel that an event in any way compromises our policy of integrity. More so, we welcome your input regarding any billing or service problem so that we may remedy the situation promptly.

Thank you for being one of our highly valued patients.

Sincerely,

**THE GREATER HOUSTON NEUROSURGERY CENTER, P.A.**

### **Our Compliance Pledge**

Our office is fully committed to compliance  
with all Medicare, Workers Compensation  
and other federal and state laws, rules and regulations.

If you ever have any questions or concerns about your  
services or charges, we encourage  
you to call and ask for our  
compliance officer.

*"Committed to Full Compliance"*

**THE GREATER HOUSTON NEUROSURGERY CENTER, P. A.**  
**9200 New Trails Drive, Suite 100**  
**The Woodlands, Texas 77381**

## **NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU  
YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET  
ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

### **OUR LEGAL DUTY**

We are required by applicable federal and state law to maintain the privacy of your healthcare information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your healthcare information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 04/14/03, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice, at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all healthcare information that we maintain, including healthcare information we create or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this new Notice, please contact us using the information listed at the end of this Notice.

### **USES AND DISCLOSURES OF HEALTH INFORMATION**

We use and disclose healthcare information about you for treatment, payment, and healthcare operations. For example:

**Treatment:** We may use and disclose your healthcare information to a physician or other healthcare provider providing treatment to you.

**Payment:** We may use and disclose your healthcare information to obtain payment for services we provide to you.

**Healthcare Operations:** We may use and disclose your healthcare information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing, or credentialing activities.

**Your Authorization:** In addition to our use of your healthcare information for treatment, payment, or healthcare operations, you may give us written authorization to use your healthcare information or disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your healthcare information for any reason, except those described in this notice.

**To Your Family and Friends:** We must disclose your healthcare information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend, or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

**Persons Involved In Care:** We may use or disclose your healthcare information to notify or assist in the notification of (including identifying or location) of a family member, your personal representative, or another person responsible for your care, or your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only the healthcare information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other forms of healthcare information.

**Treatment Alternative:** We may use or disclose your healthcare information to provide you with information about treatment alternatives or other health related benefits and services that may be of interest to you.

**Required by Law:** We may use or disclose your healthcare information when we are required to do so by law.

**Abuse or Neglect:** We may disclose your healthcare information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, domestic violence, or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

**National Security:** We may disclose your healthcare information to military authorities or the health information of armed forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other nation security activities. We may disclose to correctional institutions or law enforcement officials having lawful custody of protected healthcare information of an inmate or patient under certain circumstances.

**Appointment Reminders:** We may disclose your healthcare information to provide you with appointment reminders (such as voicemail messages, e-mail, postcards, or letters).

## **PATIENT RIGHTS**

**Access:** You have the right to look at or get copies of you healthcare information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your healthcare information. You may obtain a form to request access by using the contact information listed at the end of this Notice. We will charge you a reasonable cost based fee for expenses, such as copiers and staff time. You may also request access by sending us a letter to the address at the end of the Notice.

**Disclosure Accounting:** You have the right to receive a list of instances in which we, or our business associates, disclosed your healthcare information for purposes other than treatment, payment, healthcare operations, and certain activities, for the last six (6) years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable cost based fee for responding to these additional requests.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your healthcare information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your healthcare information by alternative means or to alternative locations. You must make your request in writing. Your request must specify the alternative means or location and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

**Amendment:** You have the right to request that we amend your healthcare information. Your request must be in writing and it must explain why the information should be amended. We may deny your request under certain circumstances.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

### **QUESTIONS AND/OR COMPLAINTS**

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, if you disagree with a decision we made about access to your healthcare information, in response to a request you made to amend or restrict the use or disclosure of your healthcare information, or to have us communicate with you by alternative means or at an alternative location, you may complain to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your healthcare information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Officer: Robin Lillegard

Telephone: 281-364-9509      Fax: 281-364-0984

Address: 9200 New Trails Dr., Suite 100, The Woodlands, Texas 77381

## ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of the NOTICE OF PRIVACY PRACTICES OF THE GREATER HOUSTON NEUROSURGEY CENTER.

**PATIENT:**

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

\_\_\_\_\_ (Parent/Legal Guardian of Patient(Print)

\_\_\_\_\_ (Date)