

Dear Sir or Madam,

We are pleased to have you as a patient at Ashford Interventional Pain Solutions. Our clinic is an interventional pain management clinic that utilizes many modalities in the treatment of chronic pain including medications, massage therapy, epidurals, a variety of nerve block procedures, as well as more advanced techniques such as implantable devices. We also have the means for referrals to neurosurgeons, orthopedic surgeons, neurologists, psychologists, and physical therapists.

On your visit, we will perform a thorough medical history and physical examination so that we may formulate an appropriate treatment plan for your specific pain problems. Some treatment plans require approval from your insurance company. Please note that this process can take several weeks to complete. We appreciate your patience and cooperation during this time.

The primary goal of our clinic is to help reduce or eliminate your pain so that you may comfortably perform routine daily activities and live a more normal life. An effective pain management strategy often requires several treatment modalities (nerve blocks, medications, massage therapy, physical therapy, etc.), but your help and motivation are essential in order for your treatment plan to be successful. Failure to comply with the advised treatment plan given to you by Dr. Ashford may result in discharge from our clinic.

Please note that we are not a walk-in clinic and you will not be seen without an appointment. If you must cancel or reschedule an appointment, please call our office 24 hours in advance of your scheduled appointment. Failure to do so will result in a no-show fee up to or equal to the fee of the scheduled visit. This fee may be anywhere from \$50 to \$150. Our time is valuable and other patients can be seen in your time slot if we have proper notice. You may be dismissed and no further appointments given if you fail to show for a scheduled appointment more than two times without reasonable cause. This decision will be made at the doctor's discretion.

We ask that you bring all of your prescribed medications or a list of all medications with you to your appointment. Please note that we will not call in medications to your pharmacy. All medications must be requested at your scheduled appointment. There will be a \$10.00 charge for any prescriptions that are requested between your scheduled appointments.

Your pharmacy's name, address, and telephone number is required at your initial consultation. No prescriptions will be written until this information is provided. If you change pharmacies, doctors, or insurance, it is your responsibility to notify our office staff. Failure to comply may result in a delay of treatment.

Thank you, Ashford Interventional Pain Solutions		
Patient Signature:	Date:	
Patient Name (please print):		



POLICIES & PROCEDURES

Appointments

- If you are greater than 15 minutes late to your scheduled appointment your appointment will be cancelled and rescheduled for a later date.
- Due to the nature of our practice, you may have an extended wait time for your appointment. We appreciate your patience and understanding.
- We require a 24-hour notice if you need to cancel or reschedule your appointment. If you fail to comply with this notice you will be charged as follows:
 - New Patient Appointment: \$350 - Follow-up Clinic Visits: \$150
 - Procedures: \$300 \$600 - Massage Therapy: \$75
- Please allow a reasonable amount of time for your prescribed treatment plan to take effect by keeping your scheduled appointments.
- If you have a patient balance your balance is expected to be paid in full at the time of your clinic visit. Failure to pay will result in cancellation of your scheduled appointment.
- We are not a walk-in clinic and will not see patients without appointments.

Prescriptions

- We will not call in prescriptions to your pharmacy. Please obtain all written prescriptions during your scheduled appointment.
- There will be a \$10.00 charge for any prescriptions requested between your scheduled appointments. You will be required to pick up your prescriptions at the front desk and payment will be required at the time you pick up.

Office Eitquette

- For the safety of our elderly patients, please refrain from bringing children under the age of 12 to your appointment. Failure to comply may result in cancellation of your scheduled appointment.
- Disruptive or disrespectful behavior will not be tolerated and may result in discharge from our clinic per your Doctor's discretion.

Office Policies:

- At times, you may be required to leave a message for the medical staff. Any messages left after 4:00 PM will be returned the following day. A \$25.00 consult fee will be charged if a call from the physician is required.
- We ask that you limit your phone calls to urgent needs only. We see a large volume of patients in our office each day and it is difficult to provide one-on-one service and still attend to a large volume of patient phone calls.
- Patients should contact the office immediately if any of the following are new or present more than 48 hours after a procedure: (1) fever greater than 101 degrees, (2) neck stiffness, (3) drainage from a procedure site, (4) weakness, numbness or tingling in arm(s) or leg(s). Patients should also call if they are having an allergic reaction to new medication prescribed. Call 911 for all emergencies.

By Signing this document, you agree to follow and a	adhere to the Terms and Conditions stated above.
Patient Signature:	Patient Name (please print):



AUTHORIZATIONS, RELEASE OF INFORMATION, ASSIGNMENT OF BENEFITS

Name of Patient: ______ Date of Birth: _____

I hereby authorize Ashford Interventional Pain Solutions, to release by electronic means or otherwise any medical and/or

a. Any person or entity responsible for payment for the medical services rende party payors, self-insurers, worker's compensation carriers and government as the agent or contractor of such party responsible for payment, in connecti medical services rendered to me at the Hospital by employees of the Facility Facility.	red to me at the Facility, including third agencies or any person or entity acting ion with obtaining payment for the
 b. Federal, State or other governmental or quasi-governmental agencies or surreporting purposes or for purposes of determining eligibility in government spc. Any person or entity participating in quality studies, utilization review or simil 	oonsored benefit programs.
Facility and /or its physicians. d. Any health professionals involved in my care for the purpose of facilitating the. To persons authorized by the Facility in connection with the performance of the rules and procedures of the Facility. I also understand that an authorized future date.	supervised research in compliance with researcher may contact me at some
f. I acknowledge that the above authorization has no expiration date and is val records and billing information at any time a valid request is received. This ir abuse, drug abuse, psychological or psychiatric conditions and Acquired Imr	ncludes information relative to alcohol
MEDICAL LIFETIME SIGNATURE ON FILE: (if applicable) I request that payment made to APS for any services furnished by a member of this group, I authorize the me to release the finance administration and its agents any information needed to payable for related services.	e holder for medical information about
ASSIGNMENT OF INSURANCE BENEFITS: I hereby authorize my Medicare and paid directly to Ashford Interventional Pain Solutions, separately from other Facilit I am financially responsible for non-covered services as well as any deductibles, of insurance benefits. If coverage is denied, I give my express consent to appeal to the services as well as any deductible of the services.	y or professional bills. I understand that coinsurance or amounts in excess of
FINANCIAL RESPONSIBILITY: In consideration of services rendered or to be renat my request for this occasion of service, I guarantee and agree to pay charges famount not paid in my insurance plan, Medicare, health service plan or health mahealth maintenance organizations (and preferred provider organizations) are gene policies and procedures requiring use of participating providers and compliance we referral, emergency admission, pre-certification and utilization review. These are chealth maintenance organizations (and preferred provider organizations). OR Ash not participate with your health care coverage plan and their charges may not be	for those services rendered including any sintenance organization. Members of erally required to comply with certain with plan requirements for primary conditions to payment of benefits by the aford Interventional Pain Solutions, may
By signing the financial responsibility statement, the patient and guarantor(s) ackresponsible for payment of billed charges rendered in any case in which payment maintenance organization (or preferred provider organization) because of a failure requirements or for any other reason.	may be denied by the health
I acknowledge that I have read and understand its contents fully. The undersigned representative or is authorized by the patient to execute this form and accepts its contact me.	
Signature of patient, parent or legal guardian of patient	Date signed



PLEASE READ AND SIGN THIS FORM PATIENT HIPAA PRIVACY AUTHORIZATION FORM ASHFORD INTERVENTIONAL PAIN SOLUTIONS

Name of Patient: ______ Date of Birth: _____

I understand that my health information is private and confidential. I understand works very hard to protect my privacy and preserve my confidentiality of the perinformation can be relayed by telephone. In this instance, we will call your telephorovided. For more pertinent information it is necessary to send a letter. In this could be to you at the address you have provided.	sonal health information. Some hone we have on file that you have					
I understand that Ashford Interventional Pain Solutions may use and disclose my provide health care to me, to handle billing and payment, and to take care of the there will be no other used and disclosures of this information unless I authorize sometimes the law may require the release of this information without my permissions.	e other health care operations. In general, ed it in writing. I understand that					
Ashford Interventional Pain Solutions has a detailed document called the "Notice of Privacy Practices". It contains more information about the policies and practices protecting our patient's privacy. I understand that I have the right to read the "Notice" before signing this agreement. SCWH may update this "Notice of Privacy Practices" at any time. If I ask, Ashford Interventional Pain Solutions will provide me with the most current "Notice of Privacy Practices". I have been provided a copy of this at my first visit.						
Our Notice of Privacy Practices states that we may disclose your PHI to others a spouse, children, parents, or caregiver. Please list any family members and c to discuss your medical care or to whom we may release medical records. No Release to family/caregivers. If you wish to RESTRICT use/disclosure to	aregivers with whom we are authorized					
Under the terms of this consent, I can ask Ashford Interventional Pain Solutions information is used or disclosed to carry our treatment, payment, or healthcare of Interventional Pain Solutions does not have to agree to my request. If Ashford Ir my request, I understand that they would follow the agreed limits.	options. I understand that Ashford					
I may cancel this consent in writing at any time by writing, signing, and dating a Solutions. The letter must say that I want to revoke my consent to authorize the information for treatment, payment, and health care operations. If I revoke this c Solutions does not have to provide any further health care services to me.	use and disclosure of my personal health					
My signature below indicates that I have been given the chance to review a curr Solutions "Notice of Privacy Practices". My signature means that I agree to allow use and disclose my patient's personal health information to carry out treatment	w Ashford Interventional Pain Solutions to					
Signature of patient, parent or legal guardian of patient	Date signed					



ASHFORD INTERVENTIONAL PAIN SOLUTIONS AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION

I hereby authorize to release all medical records including history, finding, and prognosis to Ashford Interventional Pain Solutions. A copy shall be valid as the original document. I understand that when my PHI is disclosed pursuant to this authorization, it may be subject to redisclosure by the recipient and my no longer be protected by the federal HIPAA privacy rule. I have the right to revoke this authorization in writing, except (i) to the extent that the practice has acted in reliance upon this authorization; or (ii) to the extent that the authorization was obtained as a condition of obtaining insurance coverage claim under the policy. I understand that my revocation must be submitted in writing to the practice's privacy official/committee at 1000 Hawthorne Avenue Suite J, Athens, GA 30606, by sending a written request stating that I wish to revoke this authorization to the attention of the privacy official/committee. I understand that the practice may not condition treatment, payment, enrollment, or eligibility for benefits on whether I sign this authorization. By signing this authorization, I authorize Ashford Interventional Pain Solutions (the "practice") to use and/or disclose certain protected health information (PHI) to or for the party or parties listed below.

Records From: Facility Name(s):						
Phone:	Fax:					
	Job Title:					
1000 HAWTHORNE AVE. SUITE J A THENS, GA 30606 (P): (706) 286-8344 (F): (706) 286-8346						
Patient Name:	DOB:	Phone #:				
Signature of Patient or Legal Rep	presentative	Date Signed				
If signed by legal representative, Relationship to this pa	please check one: tient:					
Custodial Guardian	rney for Healthcare					



ASHFORD INTERVENTIONAL PAIN SOLUTIONS PATIENT PAYMENT POLICY

Ashford Interventional Pain Solutions strives to ensure a clear understanding of your financial responsibility with respect to the medical services we provide. These policies apply to all procedures and dates of service.

Co-Pays: We require payment of co-pays at the time of service, and reserve the right to refuse treatment. **No Insurance:** If you have no insurance, we collect the office visit before the visit and the remainder at checkout. Self-pay patients may receive additional bill for services rendered.

Payments: Your insurance company will determine what amount, if any, you owe to Ashford Interventional Pain Solutions. Please be aware that some (and perhaps all) of the services you receive may be non-covered or not considered reasonable or necessary by Medicare or other insurers. If there is a balance due to your account, we will mail a detailed statement which is due upon receipt. Do not assume that any statement you receive will be paid by your insurance company. For your convenience, we accept cash, money orders, Visa, MasterCard, American Express, and Discover. If a check is returned for insufficient funds, we reserve the right to add a penalty charge of \$45.00 to your account.

Outstanding Account Balances: Any patient with an outstanding balance will be required to pay that balance in full before being authorized to see your doctor. Failure to comply will result in cancellation of your scheduled appointment.

Claim Filing: We happily file your claim with your insurance company as a courtesy. We bill insurance in accordance with all federal, state, and other contractual requirements in cases where we have an agreement or we are a participating provider. Please keep in mind that payment remains your responsibility. We are happy to help aid to get your claims paid, but from time to time your insurance company may need you to supply certain information directly. We expect payment in full from you if your insurance company delays processing of your claim for over 90 days. You agree to pay any portion of the charges not covered by insurance. If your insurance company sends payments directly to you, send or drop-off the payment to Ashford Interventional Pain Solutions, and we will apply it to your account.

Preauthorization: Most insurance companies require preauthorization before you have a surgical procedure. Failure to obtain preauthorization may result in your insurance company refusing to pay your claim. Any refusal of payment by insurance for this reason is your responsibility.

Dependents: You are responsible for payment of services rendered to your dependents on your account. In cases where a written court order allows payment for medical costs associated with a dependent, it is the responsibility of you to obtain reimbursement from the other party involved.

Attestation Statement:

I have read, understand, and agree to the above Ashford Interventional Pain Solutions Payment Policy. I understand that charges not covered b my insurance company, as well as applicable copayments and deductibles, are my responsibility. I acknowledge that these policies do not obligate Ashford Interventional Pain Solutions to extend credit.

I authorize my insurance benefits to be paid directly to Ashford Interventional Pain Solutions.

I authorize Ashford Interventional Pain Solutions to release pertinent medical information to my insurance company when requested, or to facilitate payment of a claim in compliance with HIPAA regulations.

Patient Name (please print):
Patient Signature:
Date Signed:



PATIENT DEMOGRAPHICS

First Name:			MI:	Last Na	ame:			
DOB:	Age:	SSN:			_ Email:			
Sex: Female Male	Ethnicity: [] White/Caເ	ıcasian	☐ Black/	African-American	□Asian	□Hisp	anic/Latino
Marital Status: ☐ Single	Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed							
Physical Address:				City	:		State: _	Zip:
Mailing Address:				City	:		State: _	Zip:
Home Phone:			C	ell Phone:				
Work Phone:			En	nployer Na	ame:			
Responsible Party (if other Name:		,		Age:	Phone:			
Address:								
								F
Emergency Contact Infor	mation:							
Name:				DOB:	Rela	tion:		
Address:				City: _		Sta	te:	Zip:
Home Phone:		Cell Ph	one:		Wor	k Phone:		
How did you hear about A ☐ Google ☐ Healthgrade					Other:			
Primary Care Physician:				_ Referrin	ng Physician:			
Preferred Pharmacy Nam	ne:			Addres	s:			
Primary Insurance:				Subsci	riber:			
Policy #:				Group	#:			
Secondary Insurance:				Subscri	ber:			
Policy #:				Group	#•			



		What are your activity goals for your pain treatment?
Please shade in the ch		What are your activity goals for your pain treatment? 1)
where you fee Put an X on the area tha		2)
FRONT	BACK	3)
	Left Right	How long have you had chronic pain? Month(s) Year(s) Week(s) Day(s) Please describe events surrounding the onset of your pain. (Date of injury, activities that made it worse?)
		PLEASE CIRCLE: In the last year, how many emergency room visits have you had for pain? 0 1 2 3 4 5 6 7 8 9 10 other: Which words describe the QUALITY of your pain? (check) Throbbing Cramping Heavy/Pressure Tingling/Pins & Needles Cold/Freezing Sharp/Shooting Hot/Burning Stabbing Electric-Shock Itching
Please circle all ACTIVITIE rest touch sitting standing be techniques other:	ending lifting walking light	t exercise sex warm compresses cold compresses relaxation
	ending lifting walking light	IN BETTER: t exercise sex warm compresses cold compresses
Please circle RELIEF(%) Y No Relief 10% 20%		LAST 24 HOURS from medications & treatments: 60% 70% 80% 90% 100% Complete Relief
WHEN YOU TAKE YOUR INNo help at	MEDICATION how many allI do not take pain	HOURS OF RELIEF do you get? medications
Does your pain affect your s Does your pain cause anxie Does your pain cause depre	ety? yes n	10

Name: ______ Date of Birth: ______



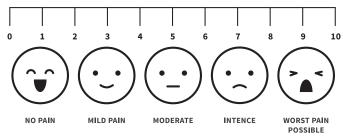
Does Not Interfere 0

Does Not Interfere 0

A. **Enjoyment Of Life**Does Not Interfere 0

F. Sleep

PAIN MEASUREMENT SCALE



										POSSIBLE		
Please circle	Please circle the number that indicates your WORST PAIN LEVEL over the last week:											
No Pain	0	1	2	3	4	5	6	7	8	9	10 V	Worst Pain You Can Imagine
Please circle	Please circle the number that indicates your LEAST PAIN LEVEL over the last week:											
No Pain	0	1	2	3	4	5	6	7	8	9	10 V	Worst Pain You Can Imagine
Please circle	the num	nber tha	at indic	cates yo	ur <u>AVE</u>	RAGE	PAIN LI	EVEL o	ver the	last wee	ek:	
No Pain	0	1	2	3	4	5	6	7	8	9	10 V	Worst Pain You Can Imagine
Please circle	the num	nber tha	at indic	cates yo	ur <u>CUF</u>	RENT	<u>PAIN LI</u>	EVEL R	IGHT N	I <mark>OW</mark> ove	er the la	ast week:
No Pain	0	1	2	3	4	5	6	7	8	9	10 V	Worst Pain You Can Imagine
Please help ι	us under	stand <u>I</u>	HOW I	PAIN H	AS INT	ERFER	ED WIT	Ή your:				
A. General A	ctivity											
Does Not Inte	erfere 0	1		2	3	4	5	6	7	8	9	10 Completely Interferes
B. Mood												
Does Not Inte	erfere 0	1		2	3	4	5	6	7	8	9	10 Completely Interferes
C. Ability To	Walk											
Does Not Inte	erfere 0	1		2	3	4	5	6	7	8	9	10 Completely Interferes
D. Ability To	D. Ability To Perform Tasks At Home Or Work											
Does Not Inte	erfere 0	1		2	3	4	5	6	7	8	9	10 Completely Interferes
E. Relations	With O	ther Pe	ople									

10 Completely Interferes

10 Completely Interferes

10 Completely Interferes



CHECK THE BOX IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS:

General/ Constitutional:	Cardiovascular:	Neurologic:
Weakness	Chest pain	Change in sensation
☐ Chills	☐ Irregular heartbeak	Focal weakness
Fatigue	Palpitations	Changes in alertness
Fever	Shortness of breath	Difficulty speaking
☐ Night Sweats	Swelling of hands/feet	Dizziness
☐ Weight Gain	☐Weakness	Tremor
☐ Weight Loss	Gastrointestinal:	Psychiatric:
Allery/ Immunology:	Black stool	Memory problems
☐ Increased thirst	Abdominal pain	☐ Irritability
Bleeding easily	Blood in stool	Anxiety
Blistering of skin	Constipation	Auditory/visual hallucinations
Seasonal Allergies	Diarrhea	Depressed mood
Opthalmologic:	Heartburn	Suiscidal thoughts
Sensitivity to Light	Nausea	Respiratory:
Double Vision	Vomiting	Coughing blood
Blurred Vision	Genitourinary:	Cough
Eye Drainage	Urgency	Blood in urine
Eye Pain	Flank pain	Shortness or breath
Itching and redness	Blood in urine	Sputum production
ENT:	Frequent urination	Wheezing
Congestion	Painful urination	Skin:
Headache	Musculoskeletal:	☐ Itching
 ☐ Ear pain	Neck pain	Rash
Ear problems	Falls	_
Nosebleed	Low back pain	
Ringing in the ears	Back problems	
_	Muscle aches	
	Painful joints	
Have you ever had (assumently as in the next).		
Have you ever had (currently or in the past): Yes No Treatment for mood, anxiety, and	lor aloon dispudar?	
_ _	•	
Yes No Alcohol, illicit drug, or prescription		
	ors such as gambling, eating disorder, etc.?	
Yes No Hospitalization for anxiety or depr		
If yes, please explain:		
How many physicians have been involved in the	•	imber and then write who you have
seen on the line: 1-3 4-5 6-10 11-15 16-	·20	



PLEASE CHECK ALL OF THE PAIN MANAGEMENT PROCEDURES THAT YOU HAVE HAD.

		How Many	Date(s) perfor	med (approximate)
Trigger Point Injections				
Medial Branch Nerve Block	s			
Radiofrequency Nerve Abla	tion or Rhizotomy			
Epidural Steriod Injection				
Caudal Steroid Injection				
Spinal Cord Stimulator				
Facet Joint Injection				
Sacroiliac Joint Injection				
Stallate Ganglion Block				
Lumbar Sympathetic Block				
Intercostal Nerve Block				
Knee Genicular Nerve Bloc	k			
Occipital Nerve Block				
Botox Injections				
Kyphoplasty/Vertebroplasty	,			
List any allergies and the r	eaction:			
Are you allergic to iodine or IV	·	NO		
Past Medical History (pleaseHigh Blood Pressure	Kidney Disease	CVA/St	troke	Osteoporosis
Heart Disease	Anemia		Cholesterol	Osteoarthritis
Diabetes	Ulcers		d Disease	Rheumatoid Arthritis
Asthma	Sleep Apnea	Depres		Fibromyalgia
Heart Murmur	Reflux	Seizure		COPD
Other				
If other, please explain:				
Past Surgical History:				
Have you ever been hospitali If yes, what for? How long?				



FAMILY HISTORY:

Family Member	Alive	Deceased	Health Status or Cause of Death			
Father						
Mother						
Sister(s)						
Brother(s)						
Grandmother(s)						
Grandfather(s)						
Other (please specify						
Yes No Do you have any family members with a history of substance abuse ? If yes, please specify: Alcohol Illegal Drugs Prescription Medications Problems with compulsive behaviors such as gambling, eating disorder, etc.? Yes No Does anyone in your household take prescription pain medications ? Yes No Does anyone in your household use illicit drugs ? SOCIAL HISTORY						
Marital Status: Single Married Separated Divorced Widowed Who Lives at home with you? Family Support: Strong Average Minimal None What are your Sources of Support? What are your sources of stress? Employment: Working?						
	at took you out es, since when	of work? ?):	Last Day Worked?YES, is there litigation pending ?YesNo			
Education: Please check the highest level of education you have completed:						
Grade SchoolHigh SchoolSome CollegeGraduated		College7 Graduate/ Profe	Trade School ssional School			



Substance Use:

Do you use tobacco products?			
No, Never	No, but I used to Quit date:		
_	form of tobacco? Packs/day?		
How Long?			
Do you drink Alcohol?			
No, Never	No but I used to		
Yes If yes:	DailyWeeklyMonthlyRarelySociallyOccasionally		
How Long?			
Do you use illegal drugs?			
No, Never No but I used to Yes If YES, please list:			
	,, p. 6466 1161.		
HAVE YOU EVER:			
☐ Yes ☐ No	Had prescription pain medication lost or stolen?		
Yes No	Shared your prescription pain medications with others?		
☐ Yes ☐ No	Taken more prescription pain medication than prescribed, or run out early?		
Yes No	Taken prescription pain medications to relieve non-pain symptoms (anxiety, sleep)?		
☐ Yes ☐ No	Consumed prescription pain meds that were not prescribed to you?		
Yes No	Altered a prescription pain pill for enhanced effect (such as crushing a time-release tab)?		
Yes No	Been in a treatment program for alcohol and/or drug abuse?		
Yes No	Attended a 12-step meeting such as alcoholics anonymous (AA) or Narcotics Anonymous (NA)?		
☐ Yes ☐ No	Had a DUI or been arrested for using or selling illicit drugs?		
☐ Yes ☐ No	Had a drug overdose?		
Yes No	Had someone express concern about your overuse of prescription pain meds, drugs or alcohol?		
Yes No	Been discharged from a pain clinic for any reason?		
If you listed YES to any of the above, please explain:			



Please list <u>ALL CURRENT</u> medications:

T			
Name of Medication & Strength	How to take (ex: 1 tablet by mouth 2x daily)	Why are you taking this medication?	
Are you CURRENTLY taking any of the following blood thinners?			
Rivaroxaban/XareltoEnoxaparin/Lovenox			
Dabigatran/PradaxaClopidogrel/Plavix			
Apixaban/EliquisAsp			
	AIDs (Ibuprofen, Naproxen, etc.)		
Warfarin/Coumadin	. ()		
Other:			