

Dear Sir or Madam,

We are pleased to have you as a patient at Ashford 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 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: \$150Procedures: \$300 \$600Massage 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 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 Pain Solutions, to release by electronic means or otherwise any medical and/or billing

information concerning my care, including copies of my medical records to the following:

a. Any person or entity responsible for payment for the medical services rendered party payors, self-insurers, worker's compensation carriers and government at as the agent or contractor of such party responsible for payment, in connection medical services rendered to me at the Hospital by employees of the Facility Facility.	agencies or any person or entity acting on with obtaining payment for the
 b. Federal, State or other governmental or quasi-governmental agencies or suc reporting purposes or for purposes of determining eligibility in government spec. Any person or entity participating in quality studies, utilization review or similal Facility and /or its physicians. 	onsored benefit programs.
d. Any health professionals involved in my care for the purpose of facilitating the e. To persons authorized by the Facility in connection with the performance of s the rules and procedures of the Facility. I also understand that an authorized future date.	upervised research in compliance with
f. I acknowledge that the above authorization has no expiration date and is valid records and billing information at any time a valid request is received. This indabuse, drug abuse, psychological or psychiatric conditions and Acquired Imm	cludes 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.	holder for medical information about
ASSIGNMENT OF INSURANCE BENEFITS: I hereby authorize my Medicare and/paid directly to Ashford Pain Solutions, separately from other Facility or professions financially responsible for non-covered services as well as any deductibles, coinsu insurance benefits. If coverage is denied, I give my express consent to appeal to the	al bills. I understand that I am rance or amounts in excess of
FINANCIAL RESPONSIBILITY: In consideration of services rendered or to be rend at my request for this occasion of service, I guarantee and agree to pay charges for amount not paid in my insurance plan, Medicare, health service plan or health main health maintenance organizations (and preferred provider organizations) are generally policies and procedures requiring use of participating providers and compliance with referral, emergency admission, pre-certification and utilization review. These are contained that the maintenance organizations (and preferred provider organizations). OR Ashford with your health care coverage plan and their charges may not be covered.	or those services rendered including any intenance organization. Members of rally required to comply with certain th plan requirements for primary conditions to payment of benefits by the
By signing the financial responsibility statement, the patient and guarantor(s) acknown responsible 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 to 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 PAIN SOLUTIONS

Name of Patient:		Date of Birth:
I understand that my health information is private hard to protect my privacy and preserve my converged by telephone. In this instance, we will convertinent information it is necessary to send a least you have provided.	ifidentiality of the personal health all your telephone we have on file	n information. Some information can be ethat you have provided. For more
I understand that Ashford Pain Solutions may us health care to me, to handle billing and paymen there will be no other used and disclosures of the sometimes the law may require the release of the	t, and to take care of the other he is information unless I authorize	ealth care operations. In general, d it in writing. I understand that
Ashford Pain Solutions has a detailed document information about the policies and practices prothe "Notice" before signing this agreement. SCN Ashford Pain Solutions will provide me with the this at my first visit.	tecting our patient's privacy. I uno VH may update this "Notice of Po	derstand that I have the right to read rivacy Practices" at any time. If I ask,
Our Notice of Privacy Practices states that we response, children, parents, or caregiver. Please to discuss your medical care or to whom we	list any family members and camay release medical records.	aregivers with whom we are authorized
No Release to family/caregivers. If you wish	to RESTRICT use/disclosure to ⁻	TPO in other ways, please request a form.
Under the terms of this consent, I can ask Ashfodisclosed to carry our treatment, payment, or he to agree to my request. If Ashford Pain Solution agreed limits.	ealthcare options. I understand th	nat Ashford Pain Solutions does not have
I may cancel this consent in writing at any time must say that I want to revoke my consent to au information for treatment, payment, and health have to provide any further health care services	uthorize the use and disclosure o care operations. If I revoke this c	f my personal health
My signature below indicates that I have been guine "Notice of Privacy Practices". My signature mean patient's personal health information to carry out	ins that I agree to allow Ashford I	Pain Solutions to use and disclose my
Signature of patient, parent or legal guardian of	patient	Date signed



ASHFORD PAIN SOLUTIONS AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION

I hereby authorize to release all medical records including history, finding, and prognosis to Ashford 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 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:			
Sent From:				
Ashford Pain Solutions 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	resentative	Date Signed		
If signed by legal representative, pate Relationship to this pate Custodial Guardian Durable Power of Attor	ient:			



ASHFORD PAIN SOLUTIONS PATIENT PAYMENT POLICY

Ashford 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 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 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 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 Pain Solutions to extend credit.

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

I authorize Ashford 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 Name:					
DOB: Age: SSN	N: Email:					
Sex: ☐ Female ☐ Male Ethnicity: ☐ W	hite/Caucasian ☐Black/African-Americ	can □Asian □Hispanic/Latino				
Marital Status: ☐ Single ☐ Married ☐ Di	vorced Widowed					
Physical Address:	City:	State: Zip:				
Mailing Address:	ress: City: State: Zip:					
Home Phone:	Cell Phone:					
Work Phone:	Employer Name:					
Responsible Party (if other than patient):						
Name:	Age: Phone:					
Address:	City:	State: Zip:				
Emergency Contact Information:						
Name:	DOB: F	Relation:				
Address:	City:	State: Zip:				
Home Phone:	Cell Phone:	Work Phone:				
How did you hear about Ashford Pain Solu	tions?					
☐Google ☐Healthgrades ☐Family/Fried	nd					
Primary Care Physician:	Referring Physician: _					
Preferred Pharmacy Name:	Address:					
Primary Insurance:	Subscriber:					
Policy #:	Group #:					
Secondary Insurance:	Subscriber:					
Policy #:	Group #:					

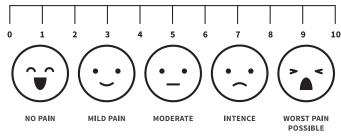


		7. What are your activity goals for your pain treatment?
Please shade in the	e chart below areas	What are your activity goals for your pain treatment? 1)
where you		2)
Put an X on the area	that hurts the most.	3)
FRONT	BACK	How long have you had chronic pain?
Right Left	Left Right	Month(s) Year(s) Week(s) Day(s) Please describe events surrounding the onset of your pain. (Date of injury, activities that made it worse?)
	Tul \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	PLEASE CIRCLE: In the last year, how many emergency
) // // (room visits have you had for pain?
\` <i>\</i> \\'(0 1 2 3 4 5 6 7 8 9 10 other:
		Which words describe the OHALITY of your poin? (sheek)
\ () ($\mathcal{N}\mathcal{N}$	Which words describe the QUALITY of your pain? (check) Throbbing Cramping Heavy/Pressure
lu lu		Tingling/Pins & Needles Cold/Freezing Sharp/Shooting Hot/Burning Stabbing Electric-Shock Itching
rest touch sitting standing	TITIES that MAKE YOUR PA	t exercise sex warm compresses cold compresses relaxation
Please circle all ACTIV	TITIES that MAKE YOUR PA	IN BETTER:
rest touch sitting standing		t exercise sex warm compresses cold compresses
Diagon simple DELUEE/0	/) VOIL HAVE HAD IN THE	LACTICALICUIDO frame madicationa (Lacatora)
No Relief 10% 20		LAST 24 HOURS from medications & treatments: 60% 70% 80% 90% 100% Complete Relief
	IR MEDICATION how many o at allI do not take pair	HOURS OF RELIEF do you get? n medications
Does your pain affect vo	our sleep? yes	no
Does your pain cause a	nxiety? yes r	no
	enression? ves	



Does Not Interfere 0

PAIN MEASUREMENT SCALE



										POSSIBLE	:
Please circle	the nun	nber tha	at indic	ates you	ır <u>WOI</u>	RST PAI	N LEV	EL over	the las	t week:	
No Pain	0	1	2	3	4	5	6	7	8	9	10 Worst Pain You Can Imagine
Please circle	the nun	nber tha	at indic	ates you	ır <u>LEA</u>	ST PAIN	N LEVE	L over	the last	week:	
No Pain	0	1	2	3	4	5	6	7	8	9	10 Worst Pain You Can Imagine
Please circle	the nun	nber tha	at indic	ates you	ır <u>AVE</u>	RAGE F	PAIN LI	EVEL o	ver the	last wee	ek:
No Pain	0	1	2	3	4	5	6	7	8	9	10 Worst Pain You Can Imagine
Please circle	the nun	nber tha	at indic	ates you	ır <u>CUF</u>	RENT F	PAIN LI	EVEL R	IGHT N	I <mark>OW</mark> ove	er the last week:
No Pain	0	1	2	3	4	5	6	7	8	9	10 Worst Pain You Can Imagine
Please help ı	Please help us understand HOW PAIN HAS INTERFERED WITH your:										
A. General A	ctivity										
Does Not Inte	erfere C) 1		2	3	4	5	6	7	8	9 10 Completely Interferes
B. Mood											

10 Completely Interferes Does Not Interfere 0 C. Ability To Walk Does Not Interfere 0 10 Completely Interferes D. Ability To Perform Tasks At Home Or Work Does Not Interfere 0 10 Completely Interferes E. Relations With Other People Does Not Interfere 0 10 Completely Interferes F. Sleep Does Not Interfere 0 10 Completely Interferes A. Enjoyment Of Life

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 (currently or in the past):				
Yes No Treatment for mood, anxiety, and/o	or sleep disorder?			
Yes No Nightmares or flashbacks from prior traumatic experiences?				
Yes No Alcohol, illicit drug, or prescription	·			
	ors such as gambling, eating disorder, etc.?			
Yes No Hospitalization for anxiety or depression?				
If yes, please explain:				
How many physicians have been involved in the	treatment of your pain? Please circle the nur	mber and then write who you have		
seen on the line: 1-3 4-5 6-10 11-15 16-2	•			



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	ation 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	,			
ityphoplasty/vertebloplasty	•			
Are you allergic to iodine or IV	contrast dye?YES	NO		
Past Medical History (please	check all that apply):			
High Blood Pressure	Kidney Disease	CVA/St		Osteoporosis
Heart Disease	Anemia		holesterol	Osteoarthritis
Diabetes	Ulcers	•	d Disease	Rheumatoid Arthritis
Asthma	Sleep Apnea	Depres		Fibromyalgia
Heart Murmur Other	Reflux	Seizure	es	COPD
If other, please explain:				
силот, рточес схртант				
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			
Alcohol Illegal D Yes No Problems with comp Yes No Does anyone in you Yes No Does anyone in you SOCIAL HISTORY	orugs Preso pulsive behaviour ur household to ur household u Separated I	eription Medication ors such as game ake prescription use illicit drugs Divorced Wide	nbling, eating disorder, etc.? n pain medications? ? owed
Employment: Working? Yes No Occ Retired? Yes No Wh Disabled? Yes No (if you Are you involved with workers comp Education: Please check the highest level of education:	cupation: at took you out es, since when? censation?	of work? ?): Yes No If e completed:	ime? Part Time? Last Day Worked? YES, is there litigation pending ?
		College1 Graduate/ Profe	



Substance Use:

Do you use to	pacco products?				
No, Never	No, but I used to Quit date:				
Yes If yes,	form of tobacco?	Packs/day?	_		
How Long?					
Do you drink Alcohol?					
No, Never	No but I used to				
Yes If yes:	 :DailyWeeklyMonthlyRarely _	Socially	_Occasionally		
How Long?					
Do you use illegal drugs?					
No, Never No but I used to					
☐ res il res	S, please list:		_		
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:

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:				