



[www.thespinebrain.com](http://www.thespinebrain.com)

## **Welcome New Patient**

Welcome to The Spine and Brain Institute, LLC. We look forward to meeting you soon. Please take a moment to read over the following information and fill out the enclosed forms. Bring the completed forms with you to your first appointment and give them to our receptionist upon arrival. Do not mail forms in advance.

PLEASE USE BLUE OR BLACK INK ONLY. PLEASE DO NOT COMPLETE FORMS IN PENCIL.

## **Patient Information Forms**

Please complete the health questionnaire (history & review of systems) and new patient registration (intake) forms. It is very important for our office to be familiar with your health history as well as have accurate insurance and contact information for you.

## **Patient Contact Authorization Form**

This form gives permission for our office personnel to discuss your medical information, including but not limited to appointment dates, test results, and medication requests with other family members, friends, etc. It is your decision who to include in this authorization. We are unable to discuss any information with another person if they are not listed on this form, even if they are a spouse or child. It is not necessary to list other physicians.

## **Patient Privacy Statement**

Our Notice of Privacy Practices provides detailed information about how we may use and disclose your protected health information. We encourage you to read this form in full before coming to your first appointment, but it is not necessary to bring the statement with you.

## **Testing/Radiological Studies**

Be sure to bring your most recent films (MRI, CT, Myelogram, X-ray, etc.) that you have had done to your appointment. If you have not had an MRI or CT done within the last year, please contact our New Patient Department at (702) 948-9088 to make sure that what you have will be sufficient for your appointment. You may bring older films for comparison. Our doctors study your tests very carefully to determine what type of treatment is best for you. Therefore, it is very important that you bring the ACTUAL FILM and WRITTEN REPORT. If you have your results on CD, please contact our office number below prior to your appointment date to verify you will be able to see the doctor with a CD. It is best to call the radiology facility where the tests were performed at least 48 hours in advance to let them know that you will be picking up your films/reports. If you do not know where the test was done, please contact the physician that ordered the test for you to obtain this information.

## **Insurance**

It is the patient's responsibility to be sure that any required insurance referrals or authorization from Workers Compensation carrier is received PRIOR to your appointment. Without prior proper authorization, your insurance carrier or Workers Compensation carrier will not cover your visit. If our office does not receive prior authorization for your visit, your appointment may be rescheduled to a future date. Please bring your insurance card(s) and current driver's license with you to your appointment so that copies can be made for our records. Your insurance co-payment is also due at the time of service. **You must bring your insurance card(s) and photo I.D.**

If you have any questions, please feel free to contact our office at (702) 896-0940 for the Green Valley location for Derek Duke, MD & James Forage, MD or (702) 851-0792 for the Sunset location for John Anson, MD & Michael Seiff, M.D. You may find additional information on our website at: [www.thespinebrain.com](http://www.thespinebrain.com).

Thank you for choosing The Spine & Brain Institute for your neurosurgical care.