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## WELCOME!

Thank you for choosing our practice to serve your medical needs. We are looking forward to seeing you soon.

We pre-register patients prior to their visit. Please complete the forms and bring them to your scheduled appointment along with your Driver's License, Medical Insurance card, and Pharmacy Insurance card.

If needed, directions to our office are on our web site ([www.srosm.com](http://www.srosm.com)) or you can use Yahoo's "Maps". Convenient parking is located at our office.

**Please bring any of your X-Rays/MRI images and reports** with you to the visit. Your doctor will want to see those images. If you do not have the images with you, new ones will need to be taken.

And remember, if you can't make your appointment; call us one business day ahead so that another patient can be scheduled.

If you have questions or need more help, feel free to call our Woodlands office (281-364-1122) or Spring office (832-698-0111) at your convenience.

Sincerely,

*The Doctors and Staff of Sterling Ridge Orthopaedics and Sports Medicine*

**SROSM.COM**

### THE WOODLANDS

6767 LAKE WOODLANDS DRIVE, SUITE F P: 281.364.1122  
THE WOODLANDS, TX 77382 F: 281.210.3450

### SPRING

20639 KUYKENDAHL ROAD, SUITE 200 P: 832.698.0111  
SPRING, TX 77379 F: 832.698.0150



**Patient Information and Assignment of Benefits**

Patient Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Sex  M  F Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  Single  Married  Widowed  Separated  Divorced

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ Email \_\_\_\_\_

Language \_\_\_\_\_ Race \_\_\_\_\_ Ethnicity \_\_\_\_\_

How did you learn about our clinic? \_\_\_\_\_ Referring Physician \_\_\_\_\_

Person to contact in emergency (Name and Phone #) \_\_\_\_\_

<b>EMPLOYER</b>	Company Name _____ Occupation _____ Address _____ Phone _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time City _____ State _____ Zip _____ Years Employed _____
<b>SPOUSE (PARENT)</b>	Name _____ Date of Birth _____ SSN _____ <small>Last Name First Name Initial</small> Employer Name _____ Years Employed _____ Address _____ Phone _____ Occupation _____ City _____ State _____ Zip _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<b>PATIENT INSURANCE INFORMATION</b>	Please list patient's primary medical insurance and/or employee health care plan coverage. Insurance Company or Health Care Plan Name _____ Policy/Group # _____ Effective Date _____ Name of Insured _____ ID # _____ Insured's relationship to patient: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other
<b>SECONDARY INSURANCE INFORMATION</b>	Please list any and all secondary health care plan coverage you may have. Insurance Company or Health Care Plan Name _____ Policy/Group # _____ Effective Date _____ Name of Insured _____ ID # _____ Insured's relationship to patient: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other



**Patient Information and Assignment of Benefits**

<p><b>PHARMACY INSURANCE INFORMATION</b></p>	<p>Current Pharmacy _____ Phone _____</p> <p>Please list any pharmacy insurance plans you have _____</p> <p>Pharmacy Insurance Company _____</p> <p>RxBIN# _____ RXPCN# _____</p> <p>ID # _____ Group# _____</p> <p>Name of Insured _____ Relation to patient _____</p> <p>Do you prefer Easy Open Lids? <input type="checkbox"/> Yes <input type="checkbox"/> No      Are Generics Ok? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>LEGAL INFORMATION</b></p>	<p>Are your present symptoms of condition related to or the result of an auto accident, work-related injury, or other personal injury <u>someone else might be legally liable for</u>? <input type="checkbox"/> Yes <input type="checkbox"/> No      Your Initials _____</p> <p>An accurate medication history is very important to helping us treat you properly and to avoid potentially dangerous drug reactions. Do you grant SROSM permission to access the National Pharmacy Database to retrieve your prescription history? <input type="checkbox"/> Yes <input type="checkbox"/> No      Your Initials _____</p>
<p><b>ASSIGNMENT OF BENEFITS AND ASSIGNMENT OF ERISA RIGHTS</b></p>	<p style="text-align: center;"><b>Legal Assignment Of Benefits And Designation Of Authorized Representative</b></p> <p>I, the undersigned, have insurance and/or employee health care benefits coverage with the above listed insurance carriers, and for good and valuable consideration I hereby appoint Sterling Ridge Orthopaedics &amp; Sports Medicine (Provider) as <u>my designated Authorized Representative(s)</u>. In add I hereby assign and convey directly to the above named healthcare provider(s), all medical benefits and/or insurance reimbursements, if any, otherwise payable to me for services rendered from such provider(s), regardless of such provider's managed care network participation status. I understand and agree that I am legally responsible for the actual total charges expressly authorized by me regardless of any applicable insurance or benefit payments. <u>I hereby grant the above named provider(s) authority under HIPAA to release all medical information necessary to process my health claims.</u> I hereby authorize any plan administrator, plan fiduciary, and/or insurer and to release to such provider(s) any and all insurance plan documents and a copy of my health insurance policy upon request. If requested, I also authorize my attorney to furnish to provider all third party settlement information upon written request. I also hereby authorize my provider permission to use my signature on all health insurance and/or employee health benefits claim submissions.</p> <p>To the full extent permissible under the law, including but not limited to, ERISA §502(a)(1)(B) and §502(a)(3), I hereby assign and convey to the above named provider(s), my benefits in any applicable employee group health plan(s), individual health insurance policy, personal injury protection policy, medical payments policy, underinsured/underinsured motorist policy, third party tort recovery, in order to satisfy any and all medical expenses legally incurred by me for medical services I received from the above named provider(s). Furthermore, to the full extent permissible under the law, I grant to the provider a lien on such medical benefits, settlement, proceed and/or insurance reimbursements.</p> <p>Lastly I grant the provider authority to: (1) obtain information about the claim to the same extent as the assignor; (2) submit evidence and information on my behalf; (3) make statements about facts or law, if know; (4) make, request, give, or receive any notice about appeal proceedings; and (5) take any administrative, legal and judicial action, including filing suit, in my name with derivative standing, which the provider deems necessary to obtain payment of my health insurance benefits. Unless revoked, this assignment is valid for all administrative and judicial reviews under PPACA, ERISA, Medicare and applicable federal or state laws. A photocopy of this assignment is to be considered as valid as the original. I have read and fully understand this agreement. The foregoing shall not be construed as an obligation of this medical provider to pursue any legal appeal or legal recovery.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Signature of Insured / Guardian</span> <span>Date</span> </p>

**INJURY / PAIN QUESTIONNAIRE**

**DATE:** \_\_\_\_\_

NAME: \_\_\_\_\_ SEX: M  F  DOB: \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

REFERRING PHYSICIAN: \_\_\_\_\_ PRIMARY CARE PHYSICIAN \_\_\_\_\_

IS THIS WORK RELATED? Please explain: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ IF STUDENT, NAME OF SCHOOL: \_\_\_\_\_

PRESENT ORTHOPAEDIC PROBLEM: \_\_\_\_\_

PRESENT PAIN LEVEL on a scale of 0 (no pain) to 10 (highest pain level): \_\_\_\_\_/10.

PLEASE DESCRIBE HOW THIS INJURY OCCURRED: \_\_\_\_\_

DATE OF INJURY / ONSET FOR THIS PROBLEM: \_\_\_\_\_

LIST OF ANY CURRENT JOB DUTIES AND/OR PHYSICAL/SOCIAL ACTIVITIES YOU HAVE LIMITED OR STOPPED DUE TO YOUR CURRENT SYMPTOMS: \_\_\_\_\_

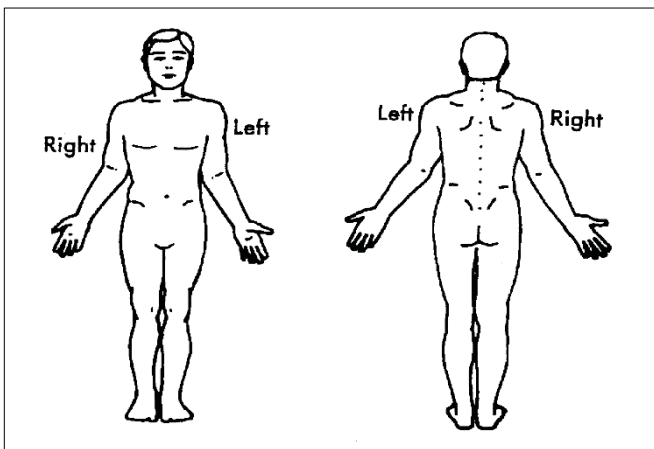
WHAT MAKES THE PROBLEM WORSE: \_\_\_\_\_

WHAT MAKES THE PROBLEM BETTER(including medications): \_\_\_\_\_

HOW ARE YOU TAKING CARE OF THE PROBLEM NOW: \_\_\_\_\_

WHAT ARE YOUR GOALS: \_\_\_\_\_

Please indicate on the chart below where you are injured and/or where your site of pain is located



Numbness & Tingling    xxxxxxxxxx

Pain                            oooooooooo

Please list any known ALLERGIES TO MEDICATIONS:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Please list any current medication(s) you are taking:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Are you latex sensitive?  Y  N

Have you ever had a reaction to anesthesia?  Y  N

1. Were you seen in an Emergency Room?  Y  N

2. Were X-rays taken?  Y  N

3. Has this problem been evaluated by another physician?  Y  N

Name: \_\_\_\_\_ Date: \_\_\_\_\_

4. Is this a recurrent problem?  Y  N

5. Have you ever had surgery for this problem?  Y  N If yes, please explain:

Operation performed: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

6. Do you have a history of:

Diabetes  Y  N

Arthritis  Y  N

Heart Condition  Y  N

Elevated blood pressure  Y  N

Anxiety  Y  N

Depression  Y  N

ADD/ADHD  Y  N

7. Other medical problems:

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



**PATIENT MEDICAL HISTORY**

Patient Name: \_\_\_\_\_

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

**Past Medical History**

- Have you ever had any medical problems  Yes  No
- High Blood Pressure  Yes  No
- Do you have a pacemaker?  Yes  No
- Heart Disease  Yes  No
- Stroke  Yes  No
- Respiratory Disease (Asthma, COPD)  Yes  No
- Sleep Apnea  Yes  No
- Kidney Disease  Yes  No
- Thyroid Disease  Yes  No
- AIDS/HIV  Yes  No
- Hepatitis  Yes  No
- Rheumatoid Arthritis  Yes  No

**Have you had surgery?**  Yes  No  
Surgeries \_\_\_\_\_ Date \_\_\_\_\_

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

**Social History:** Do you/have you ever use(d):

- Tobacco  Yes  No  
(If yes, how much? \_\_\_\_\_ no of years? \_\_\_\_\_)
- Alcohol  Yes  No
- Do you or have you had a problem with chemical dependency?  Yes  No

**For women only:**

- Are you pregnant?  Yes  No
- Are you breastfeeding?  Yes  No
- Are you using prescriptive birth control? Yes No

**Family History:**

Has anyone in your family had any of these conditions?

- Heart Disease  Yes  No
- Stroke  Yes  No
- Cancer  Yes  No
- Bleeding Disorder  Yes  No

**Review of Systems:**

Do you have any of these symptoms? Please check either Yes or No for each condition.

**Constitutional:**

- Depression  Yes  No
- Fever  Yes  No
- Weight loss/gain  Yes  No

**Heart:**

- Chest pain  Yes  No
- Irregular heartbeat  Yes  No
- Poor circulation  Yes  No

**Genitourinary:**

- Bloody urine  Yes  No
- Painful urination  Yes  No
- Unable to urinate  Yes  No

**Neurological:**

- Paralysis  Yes  No
- Headaches  Yes  No

**Blood:**

- Bleeding Problems  Yes  No
- Blood Transfusion  Yes  No

**Eyes:**

- Decreased vision  Yes  No
- Cataracts  Yes  No

**Lungs:**

- Short of breath  Yes  No
- Wheezing  Yes  No
- Persistent cough  Yes  No

**Musculoskeletal:**

- Joint swelling  Yes  No
- Muscle aches  Yes  No
- Joint pain  Yes  No

**Psychiatric:**

- Depression  Yes  No
- Bipolar Disease  Yes  No
- ADHD/ADD  Yes  No
- PTSD  Yes  No
- Anxiety  Yes  No

**Ears, Nose & Throat:**

- Loss of hearing  Yes  No
- Sinus problems  Yes  No

**Gastrointestinal:**

- Stomach pain  Yes  No
- Diarrhea  Yes  No
- Vomiting  Yes  No

**Skin:**

- Rash  Yes  No
- Dryness of skin  Yes  No

**Endocrine:**

- Thyroid Problems  Yes  No
- Diabetes  Yes  No

**Allergies:**

- Allergies to food  Yes  No
- Allergies to things other than food?  Yes  No

Are you currently being treated for these conditions? Yes / No Explain: \_\_\_\_\_



## Office and Financial Policies

Welcome and thank you for choosing Sterling Ridge Orthopaedics and Sports Medicine for your care. We are committed to providing you with the highest quality medical care in an efficient, timely and cost-effective manner. We hope that by providing you with our policies in advance will help prevent any misunderstanding or frustration at the time of your visit.

**Department Information:** Sterling Ridge Orthopaedics & Sports Medicine Pharmacy, Sterling Ridge MRI, Sterling Ridge DME, and Sterling Ridge Physical/Occupational Therapy are departments and employees of Sterling Ridge Orthopaedics and Sports Medicine. The information contained in this document applies to each department and medical provider in the Sterling Ridge Orthopaedics and Sports Medicine practice.

**No Shows and Late Cancellations:** Our office requires 24 hour advance notice if you are unable to keep your scheduled Physician, MRI, or Physical/Occupational Therapy appointment. We value our patients and their needs and when patients do not provide us with advance notice, our office is unable to offer this appointment time to another patient. If you miss a scheduled appointment or fail to cancel your appointment without 24 hour advance notice, your account may be assessed a \$50 fee.

**Insurance Requirements:** When making an appointment with one of our physicians, it is your responsibility to confirm with your insurance company that the physician is currently under contract with your plan. If your plan requires that you have a referral prior to seeing a specialist, please contact your primary care physician so that you will have the referral in hand at the time of your appointment. If you do not bring your referral with you to your appointment, we will need to reschedule your visit, unless you choose to be seen without using your insurance benefits and pay for your visit in full.

**Insurance Claim Filing/Responsibilities:** We will gladly file your insurance claim on your behalf. We allow 45 days from the date a claim is filed for the insurance company to pay. If the insurance carrier does NOT pay within this time, you will be responsible for the entire balance. You are responsible for the timely payment of your account.

**Check-In:** Please arrive for your appointment at least 15 minutes prior to your appointment time so that all paperwork may be completed before you are scheduled to see one of our medical providers. Please be prepared for co-pays, deductibles, and any past balances or fees for non-covered services prior to seeing your scheduled provider. Also, bring your current insurance card with you to EACH VISIT. Without the insurance card, we will be unable to file your insurance, and you will be responsible for the full amount of the charges accrued for the day. On follow-up visits, you will be asked to verify demographic and insurance information so that our records remain up-to-date. For your convenience, we accept all major credit cards in addition to cash and check.

**Late arrivals:** We do our best to keep to the schedule. When a patient arrives late, it is impossible to stay on schedule. If you arrive more than 15 minutes past your scheduled appointment time, we reserve the right to reschedule your appointment so that other patients are not inconvenienced.

**Minors:** The parent(s) or legal guardian(s) accompanying a minor are responsible for providing current insurance information for the minor and/or payment in full for services provided. Additionally, unaccompanied minors may obtain treatment from Sterling Ridge Orthopaedics and Sports Medicine medical providers if a parent or legal guardian signs in the designated space at the end of this document.

**Medical Records/Images:** Copies of your medical records/images (MRI, X-ray) are available to you upon request at a nominal administrative charge.

**Returned Goods (Durable Medical Equipment) Policy:** A patient may return any brace or soft good product within five (5) days from the date of service, provided it is in excellent condition and contains all original pieces (custom or special items are not returnable). Any returned good may be remedied by replacing the product, adjusting the product, or accepting the product for a return with a credit issued for the full amount. Your insurance company may not pay for certain services/products based on their determination of "reasonable and necessary" per your insurance company medical policies. If your insurance company determines that a particular service is not "reasonable and necessary" under your insurance company program standards, your insurance company will deny payment for that service. If you receive the service/product and this insurance non-payment occurs, you will be responsible for the amount due.

**Consent to Treatment:** Knowing that I have a condition requiring health care, I voluntarily authorize and consent to any and all medical treatments as may be deemed advisable by any and all Sterling Ridge Orthopaedics and Sports Medicine healthcare providers. My signature below indicates that I have read, understand, and agree to the office and financial policies outlined in this document. I hereby attest that I have given and have agreed to provide current demographic and insurance information as well as authorizing the release of information necessary for insurance filing and pre-certification by signing this statement.

Patient Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Responsible Person's Signature: \_\_\_\_\_

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



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PATIENT RESPONSIBILITY NOTICE

PLEASE READ THIS DOCUMENT BEFORE SIGNING

As a courtesy, our office will verify your benefits prior to your appointment.

This is not a guarantee of benefits or coverage.

If your claim is processed differently than you expected, it is your responsibility to follow up with your insurance company directly.

Thank you.

I have read the above statement and understand I will be financially responsible for all charges.

\_\_\_\_\_  
Patient or Responsible Party

\_\_\_\_\_  
Date

**SROSM.COM**

**THE WOODLANDS**

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SPRING, TX 77379 F: 832.698.0150



PATIENT CONSENTS

Our “Notice of Privacy Practices for Protected Health Information” describes how medical information about you may be used and disclosed and how you can get access to this information. You have the right to review our Notice before signing this Consent. The terms of our Notice may change. If we change our Notice, you may obtain a revised copy by contacting our office.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES:

The federal government requires all medical offices to make patients aware that they have rights regarding the use of their personal health information. Our Notice of Privacy Practices is available for your review at the front desk.

- I, \_\_\_\_\_, acknowledge that I was provided access to a copy of the Notice of Privacy Practices and that I have read (or had the opportunity to read if I so chose) and understood the Notice.

\* You may refuse to sign this acknowledgment\*

- I refuse to sign this acknowledgement

CONSENT FOR RELEASE OF PHOTOS/RADIOGRAPHS/VIDEOS FOR WEBSITE PUBLICATION:

- I hereby give permission to Sterling Ridge Orthopaedics and Sports Medicine to photograph, televise, or otherwise illustrate as deemed advisable for diagnostic, educational, or research purposes and to enhance the medical record. I further authorize the use of such audio-visual material (video tape, audio tape, photographs, motion pictures, and other resulting records) for teaching purposes or to illustrate scientific papers or lectures at any time hereafter without inspection or approval, on my part, of the finished product or the specific use to which this material may be applied.
- I understand that no identifying information will be used
- I DO NOT consent to the use of any pictures/videos/radiographs obtained during my treatment

AUTHORIZATION TO RELEASE MEDICAL INFORMATION:

- I hereby authorize the release of medical information (by telephone, mail or otherwise) by physicians and staff of Sterling Ridge Orthopaedics and Sports Medicine to (please list name and relationship)

Name/Relationship

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

Address/Phone Number

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

- I DO NOT authorize the release of medical information to my family members.





**STERLING RIDGE  
ORTHOPAEDICS  
& SPORTS MEDICINE**

**DISCLOSURE TO PATIENTS  
(as required by §102 of the Texas Occupations Code)**

Texas law requires that, at the time of initial contact and at the time of referral, Texas physicians disclose to patients (i) any affiliation the physician has with a person or health care facility for whom the patient is secured or solicited, and (ii) that the physician may receive, directly or indirectly, remuneration for securing or soliciting the patients.

This disclosure is intended to help you make a fully informed decision about your health care: William M. Hayes, M.D., FAAOS, Keith W.V. Johnson, M.D., FAAOS, William J. Jackson, D.O., N. Brian Flowers, M.D., FAAOS, FAAHKS, Paul Chin, M.D., PhD, FAAOS, Mark A. Eilers, MD, MS, and Amy Lindsay Howe, MD have a direct or indirect ownership interest in one or more of the entities listed and may receive remuneration from such entities: Sterling Ridge Orthopaedics and Sports Medicine (including Xray/MRI, DME, Physical Therapy, and Pharmacy), Spring MRI, Hunterglen Surgical Center, Memorial Hermann Surgery Center-Pinecroft, LLC, Elite Medical Laboratory Solutions, and SR Surgical Assistants. Although your physician may recommend the services of an entity listed above, you may choose to obtain services from an alternative provider or facility; you will not be treated differently by your physician or our staff if you choose an alternative provider or facility. Please ask our staff if you have any questions.

**ASSIGNMENT AND RELEASE**

Your signature acknowledges your understanding of the Patient Consent section on this form. Your signature indicates your choices regarding the following acknowledgements, consents, authorizations, releases, and assignments:

- Receipt of Notice of Privacy Practices
- Release of Photos/Radiographs/Videos
- Release of Medical Information
- Disclosure to Patients

Your signature below also authorizes Sterling Ridge Orthopaedics and Sports Medicine to release medical information necessary to process your insurance claims (if any). You herein authorize payment of medical benefits to the doctor when an assigned claim is filed. "I authorize that any benefits due be paid directly to my physician. I also understand payment is expected at the time of service (all co-pays and balances due must be paid when the service is given)."

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

**If patient is a minor (less than 18 years of age) or incapacitated:**

Responsible Party Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

We attempted to obtain written acknowledgement of receipt of our notice of privacy practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Communications barrier prohibiting obtaining the acknowledgement
- An emergency situation prevented us from obtaining the acknowledgement
- Other (please specify): \_\_\_\_\_