

PHENIX CITY SPINE & JOINT CENTER, LLC :3700 SOUTH RAILROAD STREET, SUITE B PHENIX CITY, AL 36867  
SOUTH ATLANTA SPINE & JOINT CENTER, LLC: 541 FOREST PARKWAY, FOREST PARK GA 30297: : [WWW.PCSPINE.COM](http://WWW.PCSPINE.COM) (877.495.7773)

STEPHEN B. COOPER, D.C.: LICENSED IN ALABAMA AND GEORGIA. PALMER GRADUATE, MUA CERTIFIED  
SEAN LAURAITIS, D.C.: LICENSED IN ALABAMA. LIFE GRADUATE  
KRISTINA HOWELL, D.C.: LICENSED IN GEORGIA, LIFE GRADUATE MUA CERTIFIED



DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ DATE OF ACCIDENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE : \_\_\_\_\_ ZIP: \_\_\_\_\_  
CELL PHONE # : \_\_\_\_\_ HOME PHONE#: \_\_\_\_\_  
CELL#: \_\_\_\_\_ HOME #: \_\_\_\_\_ WORK: \_\_\_\_\_  
CELL PHONE CARRIER: \_\_\_\_\_ RACE: \_\_\_\_\_ ETHNICITY : \_\_\_\_\_ HISPANIC \_\_\_\_\_ NON-HISPANIC  
DOB: \_\_\_\_\_ AGE: \_\_\_\_\_ SSN: \_\_\_\_\_  
EMPLOYER : \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ WK.PHONE: \_\_\_\_\_  
EMAIL ( USED FOR PATIENT RECORDS AND OFFICE COMMUNICATION) \_\_\_\_\_  
MARITAL STATUS: M S D W \_\_\_\_\_ SPOUSE NAME: \_\_\_\_\_  
INSURANCE INFORMATION : PLEASE GIVE COPY OF ALL INSURANCE CARDS AND DRIVERS LICENSE/ID TO FRONT DESK  
NAME OF HEALTH INSURER: \_\_\_\_\_ PRIMARY CARE PROVIDER: \_\_\_\_\_ NONE  
POLICY #: \_\_\_\_\_ GROUP#: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
NAME OF AUTO INSURANCE CARRIER: \_\_\_\_\_ NONE  
AUTO POLICY # \_\_\_\_\_ ADJUSTER \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ KNOWN MEDPAY LIMITS? \_\_\_\_\_  
IF INSURANCE IN ANOTHER'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Name of Medication	Dosage/Strength	Frequency	Date started/stopped	Known Allergies

**EMERGENCY CONTACT INFORMATION**

NAME: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 PHONE: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 NAME: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 PHONE: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 INITIAL HERE IF YOU WANT THEM TO HAVE ACCESS TO INFORMATION ABOUT YOUR PRESENCE IN THE CLINIC

I, \_\_\_\_\_ (Print Name), do hereby authorize Drs. Stephen B. Cooper, Sean Lauraitis, Kristina Howell and whomever they may designate as assistants to perform diagnostic tests, including but not limited to radiographs, physical examination and administer treatment as directed, indicated or deemed necessary. This includes emergency actions that may need to be performed should I be physically incapacitated. Complications to chiropractic care may include rib fracture and stroke, however, specific tests designed to minimize these risks are employed and do minimize these outcomes. I ALSO CERTIFY THAT IN NO WAY HAS ANY GUARANTEE OR ASSURANCES AS TO THE RESULTS THAT MAY BE OBTAINED. I understand and agree that health and medical insurance policies are an arrangement between an insurance carrier and myself (patient). Furthermore, I understand and agree that this office and contracted representatives may prepare or receive any necessary reports and forms to assist me in making collection from any insurance company, and that any amount billed is assigned and authorized to be paid and sent directly to this office will be credited to my account upon receipt. I permit this office to endorse remittances for the conveyance of credit to my account. However, I clearly understand and agree that I have sought treatment, received treatment, and am directly responsible for the bills that accumulate from this treatment.

NAME (PRINTED): \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS (PRINTED): \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Consent for Treatment of a Minor**

I hereby authorize the Phenix City or South Atlanta Spine & Joint Center, LLC, Drs. Stephen B. Cooper, Sean Lauraitis, Kristina Howell and whomever they may designate as an associate or contractor of this clinic to perform diagnostic tests, radiographic studies, physical evaluations, and to administer treatment as he deems necessary to \_\_\_\_\_, a minor child under my guardianship. I also accept all terms and conditions named herein with regards to payment of the account and lien arrangements and am responsible for the execution of these agreements on this minors behalf.

GUARDIAN PRINTED NAME: \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

GUARDIAN DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

WITNESS PRINTED NAME: \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF ACCIDENT & TIME OF ACCIDENT		WHAT DIRECTION WERE YOU FACING? ( FORWARD, TO THE RIGHT ETC..)		WHERE DID IT HIT (HEAD ON , REAR - T-BONE ETC)	
LOCATION OF ACCIDENT		WERE YOU WEARING A SEAT BELT?		WERE YOU READY FOR IMPACT ( WAS THERE TIME TO BRACE)	
CITY/STATE OF ACCIDENT		WHAT WERE YOU DRIVING		WAS IT A HIT AND RUN	
WERE YOU DRIVING, PASSENGER AND WHERE IN VEHICLE?		WHAT TYPE OF VEHICLE HIT YOU		DID YOUR SEAT BREAK	

**IT HELPS US TO HELP YOU IF YOU CAN BE VERY THOROUGH AND COMPLETE, FEEL FREE TO ASK FOR HELP, CIRCLE ALL OF THE FOLLOWING THAT APPLY**

DID THE AIRBAG DEPLOY?	THE VEHICLE FLIPPED OVER	THE REAR WINDOW BUSTED	I WAS UNAWARE THE COLLISION WAS ABOUT TO HAPPEN
I GOT BURNS FROM THE AIRBAG	THE VEHICLE RAN OFF THE ROAD	THE DRIVERS SIDE WINDOW BROKE	I WAS TAKEN TO THE HOSPITAL BY AMBULANCE
I WAS THROWN FROM THE CAR	THE VEHICLE WAS PUSHED INTO ANOTHER CAR	THE PASSENGERS WINDOW BROKE	I WAS TAKEN TO THE HOSPITAL BY PRIVATE CAR
I DONT REMEMBER THE ACCIDENT - I WAS UNCONSCIOUS	THE VEHICLE SLID INTO A DITCH	THE FRONT WINDSHIELD BURST	_____
THE VEHICLE WAS HIT BY ANOTHER CAR	THE VEHICLE WAS TOTALED	DID THE VEHICLE SPIN AROUND	_____

PLEASE DETAIL ANY OTHER FACTS ABOUT YOUR ACCIDENT WE DON'T KNOW:

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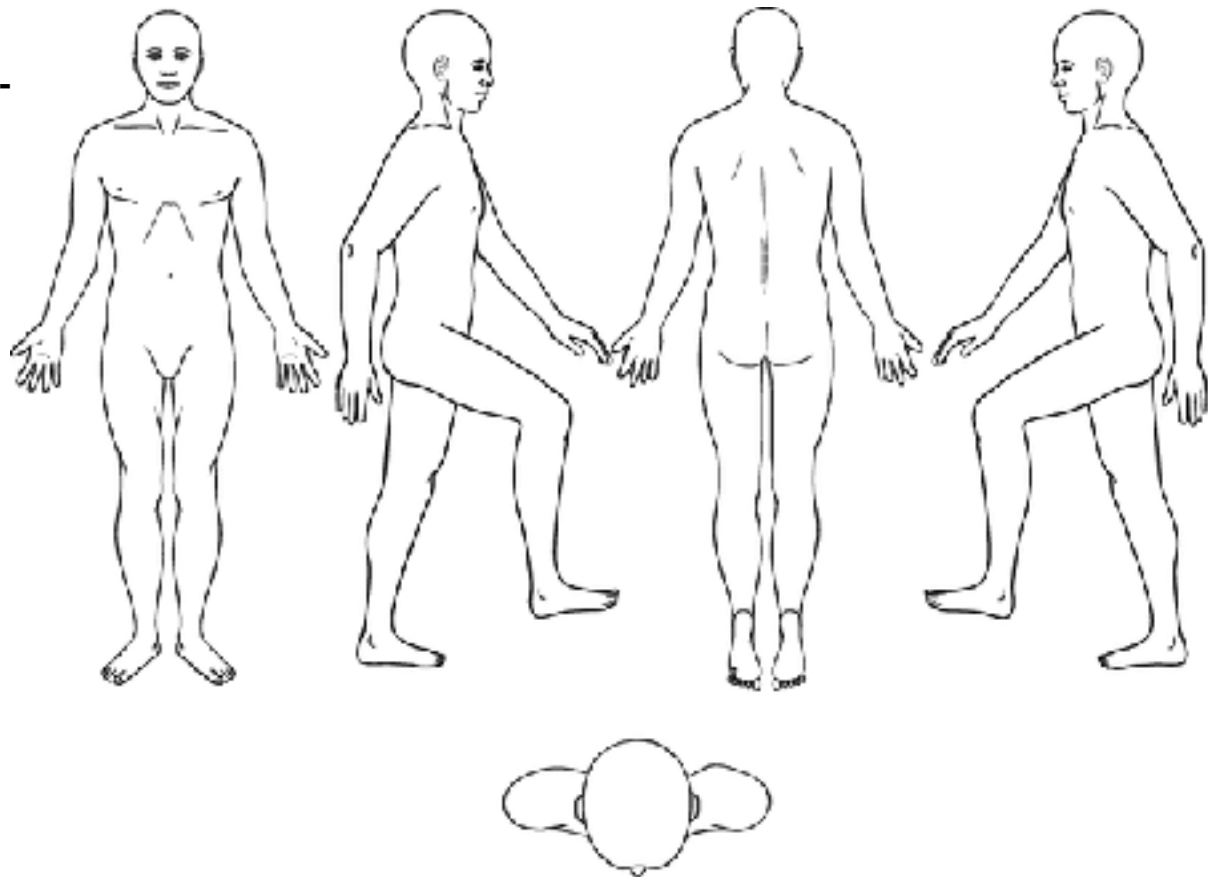
IF YOU WENT TO THE HOSPITAL, WHICH ONE AND WHAT HAPPENED THERE?

HOSPITAL? \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

CIRCLE WHAT APPLIES TO YOUR HOSPITAL VISIT: EXAMINED X-RAYED ( HEAD, NECK , BACK , SHOULDER, ARM, HIP, KNEE, \_\_\_\_\_ ) MRI CT ( HEAD, NECK , BACK , SHOULDER, ARM, HIP, KNEE, \_\_\_\_\_ ) SURGERY STITCHES ( HOW MANY AND WHERE \_\_\_\_\_ ) SHOT IV MEDICATION SCRIPT FOR ADDITIONAL MEDICATION, OTHER: \_\_\_\_\_

PLEASE MARK EVERY AREA USING THE KEY BELOW. YOU CAN USE ARROWS TO SHOW SHOOTING PAIN AND NUMBERING 1 THROUGH 6 TO SHOW THE MOST SIGNIFICANT AREAS

- B = BURNING**
- S = SHOOTING**
- X = PAIN**
- V = SEVERE PAIN**
- D = DULL PAIN**
- N = NUMBNESS**
- W = WEAKNESS**



**PAST HEALTH HISTORY: IF YES LIST IN ADJACENT BOX**

**HAVE YOU BEEN INVOLVED IN AN AUTO ACCIDENT PRIOR TO THIS ONE Y N**

**ARE YOU PREGNANT Y N**

**HAVE YOU HAD PREVIOUS HOSPITALIZATIONS Y N**

**HAVE YOU HAD ANY PRIOR SURGERIES Y N**

**HOSPITALIZATIONS/SURGERIES PREVIOUS ACCIDENTS AND OTHER MEDICAL HISTORY:**

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REVIEW OF SYSTEMS								
CONSTITUTIONAL	ALCOHOLISM	DIZZINESS	CHEMICAL DEPENDENCY	HISTORY OF DIABETES	FEVER / NIGHT SWEATS	HISTORY OF CHRONIC FATIGUE	NUTRITION PROBLEMS	UNEXPLAINED WEIGHT CHANGE
EENT	CATARACT	GLAUCOMA	COLOR BLINDNESS	MOTION SICKNESS	NIGHT BLINDNESS	BLURRY VISION	EPISTAXIS / NOSE BLEEDS	SEVERE SINUS
RESPIRATORY	ASTHMA	BRONCHITIS	EMPHYSEMA	INFLUENZA	PLEURISY	PNEUMONIA	TUBERCULOSIS	
CARDIOVASCULAR	HEART ATTACK	HEART DISEASE	HEART MURMURS	HIGH CHOLESTEROL	HBP	IRREGULAR HEART BEAT	CHEST PAIN / DISCOMFORT	SHORTNESS OF BREATH
GENITOURINARY	BLADDER PROBLEMS	CYSTITIS	GALL BLADDER DISEASE	KIDNEY DISEASE	KIDNEY STONES	NEPHRITIS	PROSTATE PROBLEMS	VAGINAL INFECTIONS, VENEREAL DISEASE
MUSCULO SKELETAL	ARTHRITIS	GOUT	OSTEOPOROSIS	JOINT DEFORMITY	BONE & JOINT DISEASE	MULTIPLE SCLEROSIS	HERNIATED DISC	POSTURAL PROBLEMS - SCOLIOSIS
NEUROLOGICAL	FACIAL WEAKNESS	EQUILIBRIUM DISTURBANCE	DYSPHAGIA - DIFFICULTY EATING	HEARING DISTURBANCES	SPEECH - SWALLOWING OR TASTE PROBLEMS	EPILEPSY	BLACKOUTS OR MEMORY LOSS	VERTIGO
HEMATOLOGIC / LYMPHATIC	ANEMIA	HEPATITIS	HIV	LYMPHATIC MALIGNANCY	BLEEDING SKIN	SWOLLEN LYMPH NODES	SICKLE CELL	HISTORY OF MUMPS
INTEGUMENT	BRUISING	COLOR CHANGE	DRY SKIN	EDEMA / SWELLING	ITCHING	LESIONS	RASH	SKIN CANCER

**ASSIGNMENT OF BENEFITS: I HEREBY AUTHORIZE THE FOLLOWING INSURANCE COMPANIES OR LIABLE DIRECT PAY PARTIES:**

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

o pay by check or credit card through either mailing the check payable to Phenix City Spine & Joint Center—P.O. Box 1611 Phenix City, AL 36868. or South Atlanta Spine & Joint Center — P.O. Box 1601 Phenix City AL, 36868 This covers the expense benefits allowable and otherwise payable to me under my current policy, as payment towards the total charges for professional services rendered I have agreed to pay, in a current manner, any balance of said applicable charges. I further state and agree that this office is given a limited power of attorney to endorse / sign my name on any and all drafts directed for the payment of my bill. This Assigns all financial benefits of treatment billed from listed companies and any other insurance company determined to be liable after care is issued. These companies may be added after original signature as the claim number, responsible party or insurance carrier may change or not be known at time of care.

PATIENT PRINTED NAME: \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS PRINTED NAME: \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THIS OFFICE:**

\_\_\_\_\_

**IF YOU HAVE AN ATTORNEY COMPLETE THE FOLLOWING:**

ATTY NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

CASE MANAGER: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Date of Injury:** \_\_\_\_\_ **Policy / Claim #** \_\_\_\_\_ **Contract for Services including the LIEN AGREEMENT**

This document and all that is contained herein is a specifically designed instrument to detail an irrevocable assignment, enforceable contract and lien. This contract and lien is entered into between Phenix City Spine & Joint Center, LLC and the South Atlanta Spine & Joint Center, LLC & Hereafter knows as the clinics and our appointed counselor. (print patient's or guardian name clearly \_\_\_\_\_ here forth known as "patient" and (print attorney& or insurance company) \_\_\_\_\_ here forth known as the "attorney" and/or "insurance company" and is binding on these listed parties for the following text. The patient hereby directs the attorney or insurance company that for any balance such as may be due owing to this office for services rendered to the patient to withhold such funds from any disability benefits, medical payment benefits, health and accident benefits, medical or personal injury settlements or any such other insurance benefit obligated to reimburse the patient, or from any settlement, judgment or verdict on my behalf as may be necessary to adequately satisfy any balance ow-ing and protect the interest of the clinics.

I further irrevocably authorize this clinic to obtain a perfected lien attaching any and all insurance benefits, judgments, and settlements named herein. Once I have accepted terms and or conditions or made an agreement with any third party for any amount relating to this injury or claim, this document is to serve as an irrevocable assignment and lien of these benefits or proceeds of the agreement or settlement to the amount necessary to adequately satisfy any balance owing and protect the interests of the clinics

If there is an attorney representing me, this lien against me is to be enforced against the third party insurance company for direct payment or payment through the attorney at the discretion of the clinic. If the clinic at it's discretion does allow payment from the attorney, the patient is bound personally and jointly with the attorney, if retained, or other noted counsel responsible for the total amounts due to said office. The attorney is only released from this binding lien if there is no settlement of any amount for the above mentioned injury or: if the patient acquires new counsel the contract is now binding on the new counsel in its entirety, and if all

legal representation in reference to this accident has been terminated prior to the settlement with the previous attorney, the previous attorney mentioned in this document is therefore released from all aspects of this contract upon written notice received in this office by US Mail according to the post marked date. The patient and attorney understand that not honoring the full extent and purpose of this contract constitutes default and binds upon both parties separately and individually all charges, collection costs, attorney fees and finance charges. This contract can only be altered with the amount of settlement by written signed verification from Phenix City Spine & Joint Center, LLC.and the South Atlanta Spine & Joint Center, LLC and the bound third party or attorney. (Attorney Name and Insurer may be added after original signer if new party or attorney changes or becomes known after this date. The representative of the clinic is authorized to make this addition or change.)

**PATIENT PRINTED NAME:** \_\_\_\_\_ **SIGNED** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS PRINTED NAME:** \_\_\_\_\_ **SIGNED** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTORNEY PRINTED NAME:** \_\_\_\_\_ **SIGNED** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INS ADJUSTER PRINTED NAME:** \_\_\_\_\_ **COMPANY** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**I authorize this clinic to release or receive any information pertinent to this injury to or from the attorney and to or from any insurance company or responsible third party attorney or adjuster to facilitate collection under this assignment and contract. The clinic may perfect an AL or GA lien or obtain a letter of protection from any attorney representing me in this case.**

**HIPAA PRIVACY Statement for the PHENIX CITY SPINE & JOINT CENTER**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

**Understanding your health record information**

Each time you visit a hospital, physician or other health care provider, a record of your visit is made. Typically this record contains your symptoms, examination, test results, diagnosis, treatment and a plan for future care and treatment. This information is often referred to as your health and medical record and serves as, but not limited to the following:

- ◇ A basis for planning your care and treatment
- ◇ Means of communication along the many health professionals who contribute to your care
- ◇ Legal documentation describing the care you received
- ◇ Means by which your third party payer can verify that services billed were actually provided
- ◇ A tool in educating health care providers
- ◇ A source of data for medical research
- ◇ A tool we utilize to assess, analyze and improve the care we render and the outcomes we have achieved.

**This information is shared with you to help you:**

- ◇ Ensure its accuracy
- ◇ Understand who and under what circumstances they may access your health information
- ◇ Make a more informed decision when signing disclosure statements to authorize access by others.

**Your Health Information Rights**

Although your health record is the physical property of the health care provider or the facility who compiled it, the information belongs to you. You have the right to:

- ◇ Request a restriction on certain uses and disclosures of your information as provided by CFR 164.522
- ◇ Obtain a paper copy of notice of information practices upon request
- ◇ Inspect and copy your health record as provided in 45 CFR 164.524

- ◇ Obtain an account of the disclosures of your health record
- ◇ Revoke authorization for future disclosure except that which has already been provided

**Our Responsibilities:**

- ◇ Maintain privacy of your health information
- ◇ Provide you with notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- ◇ Abide by all the terms of this notice
- ◇ Notify you if we are unable to agree to a requested restriction
- ◇ Accommodate reasonable requests you may have to communicate health information by alternative means to alternative locations

We reserve the right to change our practices and make new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you have supplied to us.

We will not use or disclose your health information without your authorization, except as described in this notice.

For more information, questions, or to report a problem, you may contact our HIPAA Privacy Officer at (412) 446-9100. If you believe your privacy rights have been violated, you may file a complaint with our HIPAA Privacy Officer. There will be no retaliation for filing a complaint.

I have read the HIPAA PRIVACY STATEMENT and Understand: \_

\_\_\_\_\_

Initial (HIPAA stands for the "health insurance portability and accountability act")



I, \_\_\_\_\_, hereby authorize PHENIX CITY SPINE & JOINT CENTER, LLC AND/OR THE SOUTH ATLANTA SPINE AND JOINT CENTER, hereafter referred to as the CLINICS, its agents/employees, as well as its counsel, Richard L. Cross, Jr., Cross Law Firm, its agents/employees to investigate the existence of insurance coverage relating to that injury sustained on \_\_\_\_\_ and being more specifically identified as follows: I understand that the CLINICS will need to reveal the minimal amount of information it deems necessary to Cross Law Firm to cause this investigation. Generally, this will be limited to wreck report and existence of injury associated with such applicable insurance coverage. I understand Cross Law Firm and/or the CLINICS, may need to disclose some or all of the information authorized herein to applicable insurance company and/or purported tort feisor/applicable third party (as is deemed by the CLINICS AND Cross Law Firm to be necessary to ascertain existence of applicable insurance coverage).

I hereby authorize PHENIX CITY SPINE & JOINT CENTER LLC AND THE FOREST PARK SPINE & JOINT CENTER, LLC and Cross Law Firm to make all such necessary disclosures, as they deem necessary to ascertain existence of insurance coverage. I agree to hold the CLINICS its agents/employees and Cross Law Firm, including its agents/employees as well as associated medical/legal professionals for any loss I may suffer as a result. I have been advised of my opportunity to discuss/have this authorization reviewed by independent counsel before executing the same. I have either obtained independent legal counsel's opinion and agree to this Authorization or hereby waive my right to the same and agree to this Authorization. I have read and understood the terms and ramifications outlined herein. I voluntarily accept the same.

**I understand Cross Law Firm does not represent me in this Authorization or action authorized herein. Cross Law Firm**

**And associated legal professionals are counsel of the CLINICS and will be acting in the CLINICS best interest. Benefit to me is and shall be**

**deemed incidental to any action taken by Cross Law Firm seeking coverage or serving Phenix City Spine & Joint. I understand**

**that I am solely responsible for my debt to PHENIX CITY SPINE & JOINT CENTER LLC AND THE SOUTH ATLANTA SPINE**

**& JOINT CENTER, LLC for services/treatment rendered and shall pay/cause payment of the same. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_**

PATIENT PRINTED NAME: \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS PRINTED NAME: \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

PHENIX CITY SPINE & JOINT CENTER, LLC :3700 SOUTH RAILROAD STREET, SUITE B PHENIX CITY, AL 36867 : 334.298.7700  
SOUTH ATLANTA SPINE & JOINT CENTER, LLC: 541 FOREST PARKWAY, FOREST PARK GA 30297: [WWW.PCSPINE.COM](http://WWW.PCSPINE.COM)

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**THIS IS A FORMAL REQUEST FOR MEDICAL RECORDS, X-RAY'S, MRI'S, LAB TESTS AND REPORTS  
BE SENT TO**

**\_\_\_ PHENIX CITY SPINE AND JOINT CENTER TO THE ABOVE ADDRESS OR FAXED TO: 866.537.1711**

**\_\_\_ FOREST PARK SPINE AND JOINT CENTER TO THE ABOVE ADDRESS OR FAXED TO: 678.922.2133**

**REGARDING THE PATIENT: \_\_\_\_\_**

**SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTH DATE \_\_\_\_\_**

**PLEASE SEND RECORDS BY THIS DATE: \_\_\_\_\_**

**PATIENTS SIGNATURE FOR RELEASE:**

\_\_\_\_\_

\_\_\_\_\_

**PATIENT'S SIGNATURE**

**TODAY'S DATE  
(REQUEST EXPIRES 30 DAYS FROM THIS DATE)**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL US. WE APPRECIATE YOUR PROMPTNESS FOR THIS REQUEST.**

**THANK YOU, THE SPINE & JOINT CENTERS OF PHENIX CITY AND FOREST PARK**