

Patient Information

Patient Name _____ Birthdate _____ M F Date _____

Address: _____ City _____ State _____ Zip _____

SS# _____ Home phone# _____ Cell Phone# _____

Occupation _____ Pt. Employer _____ Work# _____

Marital Status Single Married Divorced Widowed Daytime # _____

Spouse Name _____ E-mail Address _____

Ethnicity: Non-Hispanic Hispanic Preferred Language _____ (Please specify)

Race(s): African or African American Asian or Asian American Caucasian or European American

Native American or Native Alaskan Native Hawaiian or Other Pacific Islander Other Race _____

Advanced Directive on File yes no If yes, please specify location _____

If no, would you like for our staff to provide you information? yes no

How did you hear about Dr. Maynard? MD office Friend Internet Newspaper T.V Radio

Emergency Contact **(Relative or friend not living in the same household)**

Name: _____ Relation: _____ Phone#: _____

Family Doctor: _____ Phone # _____

Referring Doctor: _____ Phone # _____

Were you injured in an accident? Auto Work related Other _____ Date of injury _____

If WORK related, name & phone # of supervisor: _____

Describe how you were injured: _____

Insurance Information

Private Pay-I understand and agree that I need to make arrangements with office staff prior to seeing the physician to handle pre-payment for services.

_____ *Please initial that you understand the above statement.*

Health Insurance-I understand and agree that I will need to provide a current copy of my insurance card to the office staff at the time of service.

_____ *Please initial that you understand the above statement.*

Pre-Authorization-I understand and agree that if my insurance requires a pre-authorization that I must obtain this prior to seeing the physician. If a pre-authorization is not obtained I further understand and agree that the amount owed is my responsibility.

_____ *Please initial that you understand the above statement.*

PRIMARY INSURANCE

Insurance Company _____ Phone # _____

Claims Mailing Address _____

Policy Holder _____ Member ID # _____ Group # _____

SECONDARY INSURANCE

Insurance Company _____ Phone # _____

Claims Mailing Address _____

Policy Holder _____ Member ID # _____ Group # _____

Financial Policy

All services are paid at the time of service unless we have a contractual agreement with your insurance company. Since there are hundreds of insurance plans, we ask our patients to make sure you are familiar with your own healthcare coverage and its limits. We are, of course, happy to submit claims for those plans with which we are contracted. However, the basic responsibility for payment lies with the patient. If your insurance company requires a co-payment for visits, you must pay at the time of service. We provide a variety of payment options by accepting American Express, VISA, MasterCard and Discover, in addition to cash or check. Please bring your current health insurance card with you at the time of service. We cannot file insurance without a current insurance card and this could result in rescheduling your appointment.

HOW MAY I PAY? We accept payment by cash, check, money order, and all major credit cards.

DO I NEED AN INSURANCE REFERRAL? If you have a HMO/ POS insurance plan with which we are contracted, you will need an insurance referral authorization from your Primary Care Physician. If you have any questions regarding your insurance authorization referral, please give our office a call prior to your scheduled appointment time. **If you are unable to obtain the insurance referral authorization by your appointment time, your appointment will have to be rescheduled.**

WHAT IS MY FINANCIAL RESPONSIBILITY FOR SERVICES? You are responsible for the payment of your copayment, coinsurance, deductibles, and any patient responsible balance. **COPAYMENT IS ALWAYS DUE AT TIME OF SERVICE.** If you cannot pay your copayment at time of service we will be glad to reschedule your appointment. Remember payment responsibility belongs to the patient. **SHOULD IT EVER BECOME NECESSARY TO USE THE SERVICES OF AN OUTSIDE COLLECTION AGENCY TO COLLECT YOUR ACCOUNT BALANCE, YOU WILL BE RESPONSIBLE FOR ANY COST INCURRED FOR THAT PURPOSE.**

PLEASE READ AND SIGN THE ACKNOWLEDGEMENT OF THE FOLLOWING INFORMATION:

SURGICAL ASSOCIATES OF METRO ATLANTA, LLC. WILL NOT FILE ANY MANAGED CARE INSURANCE THAT WE PARTICIPATE WITH IF THE PATIENT DOES NOT PROVIDE US WITH THEIR MOST CURRENT INSURANCE INFORMATION. I HAVE COMPLETED THIS FORM ACCURATELY, TRUTHFULLY AND COMPLETELY, AND CERTIFY THAT I AM THE PATIENT OR DULY AUTHORIZED GENERAL AGENT OF THE PATIENT AUTHORIZED TO FURNISH THE INFORMATION REQUESTED. **OFFICE POLICY:** I UNDERSTAND AND AGREE THAT I WILL BE RESPONSIBLE FOR ANY BALANCES NOT COVERED. ANY NSF/RETURNED CHECKS WILL BE ASSESSED A \$35 FEE.

I HEREBY AUTHORIZE SURGICAL ASSOCIATES OF METRO ATLANTA, LLC. TO PROVIDE ME WITH MEDICAL AND/OR SURGICAL TREATMENT AND UNDERSTAND THAT I AM RESPONSIBLE FOR ALL SERVICES RENDERED. I AUTHORIZE THE RELEASE OF ANY MEDICAL INFORMATION, INCLUDING INFORMATION RELATED TO PSYCHIATRIC CARE, DRUG AND ALCOHOL ABUSE, AND HIV/AIDS CONFIDENTIAL INFORMATION, FOR INSURANCE, DIAGNOSIS, OR TREATMENT PURPOSES AND REQUEST INSURANCE PAYMENTS TO BE PAID DIRECTLY TO SURGICAL ASSOCIATES OF METRO ATLANTA, LLC.

Patient Signature: _____ **Date:** _____

Processing And Completion Of All Forms

Many of our patients request that we complete various forms so that they may continue to receive income while they are out of work due to surgery. Our office fully understands the importance of the completion of the forms in a timely manner. **PLEASE BE AWARE THAT ALL SHORT TERM AND LONG TERM DISABILITY INSURANCE FORMS OR ANY OTHER INSURANCE RELATED FORMS WILL BE COMPLETED AFTER YOUR FIRST POST-OPERATIVE VISIT TO OUR OFFICE.** Due to the overwhelming requests we receive and the significant of time required by our office staff to complete the forms, effective 06/01/2015, we will begin charging for the **completion of the initial disability form a fee of \$25.00.** If it is necessary that additional forms be completed there will a \$10.00 fee for completion for each form. As we are sure you are aware, your insurance carrier does not cover this charge. It will be necessary that you pay for the completion of the forms prior to the release of the completed forms.

Our staff is dedicated to making the effort to complete the necessary forms within **3-5 business days** of receipt of the forms after your **AFTER YOUR FIRST POST-OPERATIVE VISIT TO OUR OFFICE.** It is the **patient's responsibility** to provide to the staff all forms needing completion as well as a job description and a supervisor's name and number regarding if light duty is available. A staff member must speaker with the supervisor prior to completion of all forms. All completed forms will be mailed or faxed to the appropriate party.

However, all necessary information may still be forth coming and a delay can occur. Our staff will notify you of the delay and an approximate date of completion.

Please do not hesitate to contact our Practice Manager, Donna Edwards if you have any questions.

Patient Name Printed _____

Patient Name Signature _____

Date of Initial Visit _____

Surgical Associates of Metro Atlanta, LLC

Donald A. Maynard, MD, FACS

Patient Name _____ Date of Birth _____

Address, City, State, Zip Code _____

Home Phone Number _____ Cell Number _____

Primary Care Physician _____

Preventative Care Questionnaire

1. Have you had a recent physical examination by your primary care physician? ()yes ()no
If yes, please complete the following information:
Performed by: _____ Date _____ Result: _____
2. Have you had a colonoscopy? ()yes ()no
If yes, please complete the following information
Performed by: _____ Date _____ Result: _____
3. Female: Have you had a recent Mammogram? ()yes ()no
If yes, please complete the following information:
Performed by: _____ Date _____ Result: _____
4. Male: Have you had recent PSA Exam/Testing? (Prostrate Exam/Test) ()yes ()no
If yes, please complete the following information:
Performed by: _____ Date _____ Result: _____
5. Have you received the flu vaccine? ()yes ()no
If yes, please complete the following information:
Performed by: _____ Date _____
6. Have you received the pneumonia vaccine? ()yes ()no
If yes, please complete the following information:
Performed by: _____ Date _____

Patient Signature _____ Date _____

Signature of Physician

Surgical Associates of Metro Atlanta, LLC

Donald A. Maynard, MD

PLEASE FILL OUT THIS MEDICAL HISTORY COMPLETELY

Patient Name: _____ DOB: _____ Today Date: _____

Current Medical Problem: _____

PRESENT MEDICATIONS

NAME & STRENGTH	HOW OFTEN?	HOW LONG?	WHAT IS IT FOR?
OTHER MEDICATIONS	YES	NO	HOW OFTEN?
Aspirin, Tylenol or other pain meds			
Eye Drops/Nose Drops			
Laxatives			

PAST MEDICAL HISTORY

Check any of the following that you have had and indicate the approximate year

- | | | | | | |
|---------------------|-------------------------------------|------------------|-------------------------------------|-------------------|-------------------------------------|
| Diabetes | <input type="checkbox"/> Year _____ | Bood Disease | <input type="checkbox"/> Year _____ | Kidney Stones | <input type="checkbox"/> Year _____ |
| Cancer | <input type="checkbox"/> Year _____ | Asthma | <input type="checkbox"/> Year _____ | Thyroid Disease | <input type="checkbox"/> Year _____ |
| Heart Attack | <input type="checkbox"/> Year _____ | Lung Problems | <input type="checkbox"/> Year _____ | Ulcers | <input type="checkbox"/> Year _____ |
| Heart Disease | <input type="checkbox"/> Year _____ | Liver/Jaundice | <input type="checkbox"/> Year _____ | Glaucoma | <input type="checkbox"/> Year _____ |
| High Blood Pressure | <input type="checkbox"/> Year _____ | Seizure/Epilepsy | <input type="checkbox"/> Year _____ | Arthritis | <input type="checkbox"/> Year _____ |
| Stroke/Paralysis | <input type="checkbox"/> Year _____ | Gallstones | <input type="checkbox"/> Year _____ | Blood Transfusion | <input type="checkbox"/> Year _____ |
| Recent Wt change | <input type="checkbox"/> Year _____ | Other _____ | <input type="checkbox"/> Year _____ | | |

PAST SURGICAL HISTORY

TYPE OF OPERATION	DATE	WHERE

ALLERGIES

	YES	NO	DATE
Penicillin	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sulfa	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

IMMUNIZATIONS

	YES	NO	DATE
Diphtheria/Pertusis/Tetanus	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tetanus	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOR WOMEN

of pregnancies _____ Miscarriages _____ Live births _____ Last menstrual period _____
 Last PAP smear _____ Any abnormal PAP smears _____ If YES, when _____
 Date of last mammogram _____ Normal Abnormal
 Do you currently use any Birth Control method? _____

Is there any other past or present medical information that you would like to make the doctor aware of before your appointment? _____

Surgical Associates of Metro Atlanta, LLC

Donald A. Maynard, MD, FACS

DATE: ___/___/___ NAME: _____ AGE: _____ BIRTHDATE: _____

OCCUPATION: _____ MARITAL STATUS: S M W D STATES LIVED: _____

List family members with history of heart disease, cancer, stroke, high blood pressure, diabetes, other:

ALLERGIES (drug and food): _____

Have you ever had a reaction to iodine, shellfish, or x-ray dye: _____

DO YOU HAVE OR HAVE YOU EVER HAD: (Please circle Y or N and specific disease)

Y N Do you smoke? How much: _____ How long: _____ When quit? _____

Y N Do you use alcohol or habit-forming drugs? What: _____ Frequency: _____

Y N Change in activity level: weight loss/gain, unexplained fever, night sweats

Y N Allergic reaction, such as hives, eczema, sneezing, conjunctivitis

Y N Heart disease, heart attacks, chest pain, angina, irregular heartbeat, murmur, congestive failure, other: _____

Y N Shortness of breath, asthma, emphysema, pneumonia, bronchitis, chronic cough, wheezing, TB

Y N Stroke, TIA's, seizures, neuro disorders, slurred speech, paralysis of limb, trembling of extremities

Y N High or low blood pressure, fainting, dizziness, frequent headaches

Y N Thyroid disease, difficulty swallowing, enlarged glands, recurrent sore throats

Y N Skin disease, itching, inability to tolerate hot/cold, breast lump, breast pain, nipple discharge

Y N Diabetes: How long: _____ Diet or medication controlled: _____
Type of diet: _____

Y N Kidney or bladder: Recurrent infections, pain, difficulty, urinating, stones, leakage of urine

Y N Liver disease: Hepatitis - A, B, C, anemia, jaundice, sickle cell, bleeding disorders, easy to bruise, easily-bleeding gums, blood transfusion (before 1985 or after 1985)

Y N Cancer: When: _____ Type: _____ Treatment: _____

Y N Indigestion, hiatal hernia, reflux, gallbladder disease, stomach ulcers, frequent nausea/vomiting

Y N Arthritis, bone or joint disease or swelling, broken bones, muscle cramps, activity limited by leg pain, back or neck injuries

Y N Eyes: pain, change in vision, blindness, drainage, double or blurred vision, wear glasses

Y N Ears: drainage, decreased hearing, pain, ringing, wear hearing aid

Y N Wear dentures or have partial bridge, sores in mouth, dental or gum disease

Y N Bowels: change in frequency, color, texture, blood noted, pain with movement

Y N FEMALE: Last menstrual period: _____ Age of menses: _____ Last pelvic and pap: _____
Vaginal discharge color: _____, breast disease, present or past use of hormones,
number of pregnancies: _____ Vaginal: _____ C-Section _____ Miscarriages: _____

Y N MALES: Discharge from penis, prostate disease

Y N Sexually-transmitted diseases, HIV positive, AIDS, homosexual partners, IV drug abuse, multiple sexual partners, blood transfusions: When: _____

Y N History of psychiatric conditions and any treatments, nervous breakdown

Y N Do you have a cardiologist? If so, who? _____

Y N Are you pregnant? Due date: _____

Y N Do you take diet drugs? What type? _____

Updated _____ Updated _____ Updated _____

PATIENT'S SIGNATURE _____

Surgical Associates of Metro Atlanta, LLC

Donald A. Maynard, MD, FACS
*American Board of Surgery
General and Bariatric Surgery*

Processing And Completion Of All Forms

Many of our patients request that we complete various forms so that they may continue to receive income while they are out of work due to surgery. Our office fully understands the importance of the completion of the forms in a timely manner. **PLEASE BE AWARE THAT ALL SHORT TERM AND LONG TERM DISABILITY INSURANCE FORMS OR ANY OTHER INSURANCE RELATED FORM WILL BE COMPLETED AFTER YOUR FIRST POST-OPERATIVE VISIT TO OUR OFFICE. THIS VISIT USUALLY OCCURS TWO WEEKS AFTER SURGERY.** Due to the overwhelming request and the significant of time required by our office staff to complete the forms effective 01/01/2018 we will begin charging for the **completion of the initial disability form a fee of \$35.00**. If it necessary that additional forms be completed, there will a \$10.00 fee for completion. As we are sure, you are aware your insurance carrier does not cover this charge. It will be necessary that you pay for the completion of the forms prior to the release of the completed forms.

Our staff is dedicated to making our effort to complete the necessary forms within **3-5 business days** of receipt of the forms. However, all necessary information may still be forthcoming and a delay can occur. Our staff will notify you of the delay and an approximate date of completion.

Please do not hesitate to contact our Practice Manager, Donna Edwards if you have any questions.

Patient Name Printed _____

Patient Name Signature _____

Date of Initial Visit _____

Surgical Associates of Metro Atlanta, LLC

Donald A. Maynard, MD FACS
2151B WEST SPRING STREET, SUITE 240
MONROE, GA 30655
770-602-1292 (Tel.) 770-602-1296 (Fax)

MEDICAL RECORDS RELEASE FORM

_____ To **OBTAIN** records from another provider
I hereby authorize Surgical Associates of Metro Atlanta, LLC to obtain my records from:
Doctor: All physicians
Address: _____

_____ To **RELEASE** records to another provider/Myself
I hereby requests Surgical Associates of Metro Atlanta, LLC to send my records to:
Doctor: All physicians
Address: _____

I understand this authorization includes release of all medical records including HIV, Psychiatric, Drug/Alcohol abuse, Venereal disease & any other statutory protected diseases records. I understand that I may revoke this authorization and consent at any time except to the extent that action has previously taken in reliance hereof.

Patient Name (Print): _____
DOB: _____ SSN: _____
Signature: _____ Date: _____
Legal Guardian Name (if not patient): _____
Relation to Patient: _____

PRIVATE AND CONFIDENTIAL-WITHOUT PREJUDICE-NOT FOR PUBLICATION

Surgical Associates of Metro Atlanta, LLC

PRE-SURGICAL INSTRUCTIONS

PLEASE INITIAL EACH SECTION THAT YOU UNDERSTAND THE INFORMATION PROVIDED

PATIENT NAME _____ DATE OF BIRTH _____

PLEASE FOLLOW THESE IMPORTANT INSTRUCTIONS BEFORE SURGERY. IF YOU FAIL TO FOLLOW THESE INSTRUCTIONS, YOUR SURGERY MAY BE CANCELLED. PLEASE INITIAL EACH SECTION THAT YOU UNDERSTAND THE INFORMATION PROVIDED.

SURGERY SCHEDULING *PATIENT OR GUARDIAN'S INITIALS* _____

- Our staff will contact you with the date and approximate time of your surgery. (Dates and times are made in accordance with the availability of the surgeon and the hospital's schedule). You will also be notified by the hospital in the late afternoon (4:00pm or later) the day prior to your surgery of the arrival time for the surgery day. **DR. MAYNARD DETERMINES AT THE TIME OF YOUR CONSULTATION IF A LETTER OF MEDICAL CLEARANCE IS NEEDED PRIOR TO SURGERY FROM YOUR PRIMARY CARE PHYSICIAN. PLEASE UNDERSTAND YOUR SURGERY WILL NOT BE SCHEDULED UNTIL MEDICAL CLEARANCE IS RECEIVED BY OUR OFFICE.**

PRE-ASSESSMENT *PATIENT OR GUARDIAN'S INITIALS* _____

- All patients having surgery are required to have a pre-assessment. Based on the hospital's protocol it may be possible to have your pre-assessment evaluation the morning of your surgery. If the hospital protocol calls for your pre-assessment to be any other time other than the morning of your surgery, our staff will schedule the appointment for you. Our staff will contact you with the day and time of your pre-assessment. You must be on time for this appointment. If you do not go for your pre-assessment appointment your surgery will be cancelled.
- Please take with you to your pre-assessment appointment a list of all prescription and over-the-counter medications you take, including vitamins and herbs. This includes the name, dosage and why you take each medication.
- If you find it necessary to cancel your surgery for any reason it is **IMPERATIVE** that you contact our office within 48 hours of your scheduled surgery. Failure to do so may result in a non-cancellation fee up to \$100.00

DAY OF SURGERY *PATIENT OR GUARDIAN'S INITIALS* _____

- Ask your physician if you should take your routine morning medications. If your physician says yes, you should take medications with a sip of water before going to the hospital. If you are taking any blood thinning products such as Coumadin, Aspirin, Plavix, etc, you should stop taking these for a minimum of 7 days prior to your procedure if possible. **If these medications were prescribed to you by a physician, please contact that prescribing physician BEFORE stopping the blood thinner to make sure he approved your stopping the medication.**
- If you are scheduled for an outpatient procedure you must have a driver with you who can be responsible for safely getting you home.
- Do not eat (this includes sucking on hard candy or mints) drink, chew gum or smoke after midnight on the night before the surgery. You may brush your teeth, but please do not swallow any water.
- Wear comfortable, loose-fitting clothing and low-heeled shoes to the hospital on the day of surgery.
- If you wear contacts, bring a container for the lenses or wear your glasses to the hospital on the day of your procedure.
- Leave all valuables, large amounts of cash, jewelry and credit cards at home or leave them with a family member or friend for safekeeping.

PAYMENT PRIOR TO SURGERY *PATIENT OR GUARDIAN'S INITIALS* _____

- If your insurance company requires payment of a deductible or co-insurance, it must be taken care of with the front office staff prior to the surgery or it may be necessary to reschedule your procedure.

MISSING WORK *PATIENT OR GUARDIAN'S INITIALS* _____

- If your employer requires documentation of missed work, you must contact our office with the name and fax number. The staff will fax all work excuses directly to your company representative. A job description and written documentation of availability of light duty must be received in our office prior to surgery. This is your responsibility. Your employer may fax the above requested information to 770-602-1296.

I have carefully read and fully understand the above provided information.

Patient's Signature _____ Date _____

Surgical Associates
of Metro Atlanta, LLC

Donald A. Maynard, MD FACS

PATIENT ACKNOWLEDGEMENT FORM

Patient acknowledgment of understanding of Surgical Associates of Metro Atlanta, LLC. Office's Privacy Practices

Patient name: _____ **Date of Birth:** _____

SSN: _____ **Previous Name:** _____

I understand that the patient's health information is private and confidential. I understand that Surgical Associates of Metro Atlanta, LLC. works very hard to protect the patient's privacy and preserve the confidentiality of the patient's personal health information.

I understand that Surgical Associates of Metro Atlanta, LLC. may use and disclose the patient's personal health information to help provide health care to the patient, to handle billing and payment, and to take care of other health care operations. (In general, there will be no other uses and disclosures of this information unless I permit it. I understand that sometimes the law may require the release of this information without my permission. These situations are very unusual. One example would be a patient threatened to hurt someone.)

Surgical Associates of Metro Atlanta, LLC. has a detailed document called the "Notice of Privacy Practices". It contains more information about the policies and practices protecting the patient's privacy and is attached to this Acknowledgment. I understand that I have the right to read the "Notice" before signing this Acknowledgment.

Surgical Associates of Metro Atlanta, LLC. may update this Acknowledgment and "Notice of Privacy Practices". If I asked, I will be provided with the most current "Notice of Privacy Practices".

Within this Notice of Privacy Practices is contained a complete description of my privacy & confidentiality rights. These rights include, but aren't limited to, access to my medical records, restrictions on certain uses; receiving an accounting of disclosures as required by law; and requesting communication be by specified methods of communications or alternative location.

Surgical Associates of Metro Atlanta, LLC. has established procedures which help them meet their obligations to patients. These procedures may include other signature requirements, written acknowledgment, and authorizations; reasonable time frames for requesting information; charges for copies and non-routine information needs; etc. I will assist Surgical Associates of Metro Atlanta, LLC. by following these procedures if I choose to exercise any of my rights described in the "Notice of Privacy Practices".

My signature below indicates that I have been given the chance to review a current copy of Surgical Associates of Metro Atlanta, LLC.'s "Notice of Privacy Practices".

Signature of patient or legally authorized individual Date Time

Relationship to patient if signed by anyone other than the patient