

# SWAID CLINIC

1021 Montgomery Hwy, Suite 203  
Birmingham, AL 35216

Phone: (205) 949-1800  
Fax: (205) 870-7735

## PATIENT INFORMATION

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

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M F Marital Status: \_\_\_\_\_

SS#: \_\_\_\_\_ Preferred Language: \_\_\_\_\_

Race:  African American  American Indian  Asian  Caucasian  Other \_\_\_\_\_

Ethnicity:  Hispanic/Latino  Non Hispanic/Latino

Phone: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Who referred you to our physician? \_\_\_\_\_

Who is your primary care doctor? \_\_\_\_\_

Phone: \_\_\_\_\_

**Would you like your primary care doctor/referring doctor (circle one or both) to receive a copy of your treatment records by our physician? If no, check here:** \_\_\_\_\_

Primary Insurance: \_\_\_\_\_

Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Who is the insured: \_\_\_\_\_

Relationship to patient: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_

Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Who is the insured: \_\_\_\_\_

Relationship to patient: \_\_\_\_\_ Date of birth: \_\_\_\_\_

# PATIENT PAIN DRAWING

Using the symbols given below, mark the areas on your body where you feel the described sensation. Include all affected areas.

Other  
0000

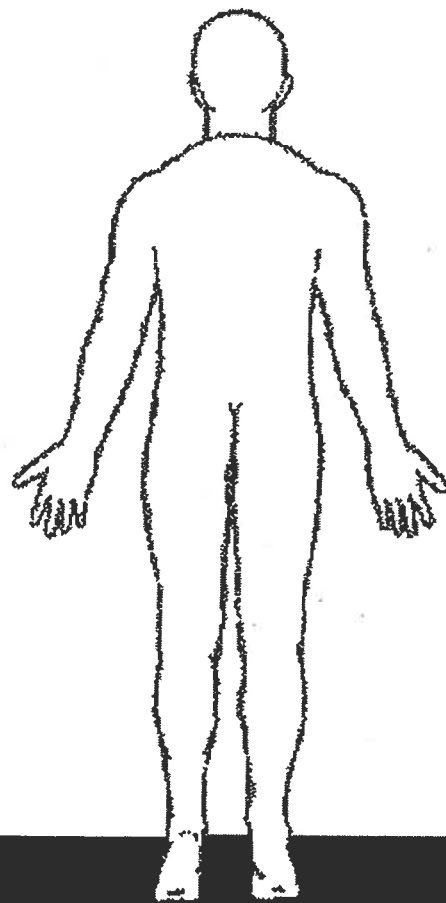
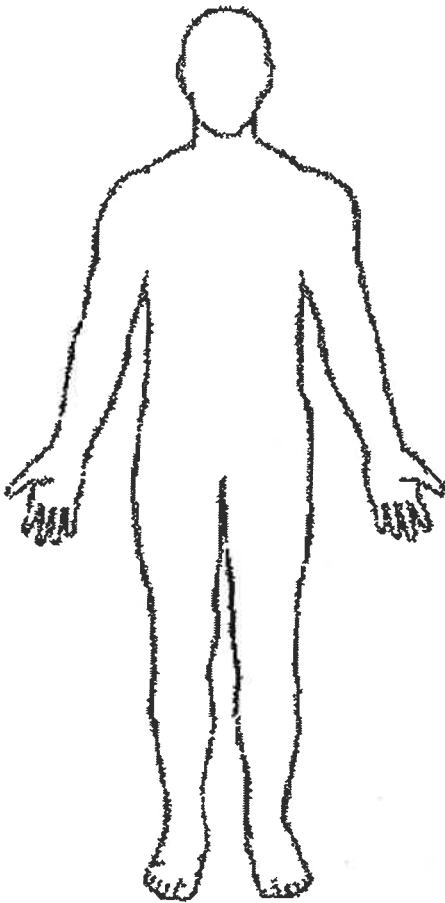
Aching  
▲▲▲

Numbness  
====

Pins & Needles  
++++

Burning  
xxxx

Stabbing  
/////



**Front**

**Back**

What is your primary complaint? \_\_\_\_\_

When did your symptoms begin? \_\_\_\_\_

Did you injure yourself at work? \_\_\_\_\_ Date of injury: \_\_\_\_\_

Are you currently working now? \_\_\_\_\_ Full-duty \_\_\_\_\_ Light-duty \_\_\_\_\_

How did you get injured? \_\_\_\_\_

Have you had previous back or neck problems? \_\_\_\_\_ Describe \_\_\_\_\_

What makes it worse? \_\_\_\_\_

What makes it better? \_\_\_\_\_

Does coughing or sneezing make it worse? \_\_\_\_\_

Any change in bowel or bladder habits? \_\_\_\_\_

Which is worse, back pain or neck pain? \_\_\_\_\_ Which is worse, back pain or leg pain? \_\_\_\_\_

Which is worse, leg pain or arm pain? \_\_\_\_\_ Which is worse, neck pain or arm pain? \_\_\_\_\_

Which is worse, left arm or right arm? \_\_\_\_\_ Which is worse, left leg or right leg? \_\_\_\_\_

Do you have leg weakness? \_\_\_\_\_ If yes, which leg? \_\_\_\_\_

Do you have leg numbness? \_\_\_\_\_ If yes, which leg? \_\_\_\_\_

Do you have arm weakness? \_\_\_\_\_ If yes, which arm? \_\_\_\_\_

Do you have arm numbness? \_\_\_\_\_ If yes, which arm? \_\_\_\_\_

Have you ever had an epidural block or steroid injection for pain? \_\_\_\_\_

For what part of the body? \_\_\_\_\_ How many blocks have you received? \_\_\_\_\_

When did you receive them? \_\_\_\_\_

Name of MD who performed blocks \_\_\_\_\_

How long did you get relief from the block? \_\_\_\_\_

Have you ever seen a Chiropractor? \_\_\_\_\_ If yes, who and when? \_\_\_\_\_

Have you undergone any physical therapy? \_\_\_\_\_ If yes, please circle which treatments you received

TENS UNIT    HEAT    ULTRASOUND    POOL THERAPY    EXERCISE    TRACTION    MASSAGE

What are the dates you participated in physical therapy? \_\_\_\_\_

Please list any allergies you have, or specify none: \_\_\_\_\_

What reaction does each medication allergy cause: \_\_\_\_\_

Are you in a medication management clinic with another physician? \_\_\_\_\_ Where? \_\_\_\_\_

Do you receive medications from another doctor? \_\_\_\_\_ What doctor? \_\_\_\_\_

What is your height? \_\_\_\_\_ Weight? \_\_\_\_\_ Tobacco use? \_\_\_\_\_ How much? \_\_\_\_\_

Do you currently drink alcohol? \_\_\_\_\_ How much? \_\_\_\_\_

Please list all current medications (name and dose): \_\_\_\_\_

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

Have you ever had any previous back or neck surgery? \_\_\_\_\_ If yes, please list with date: \_\_\_\_\_

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

Have you had any other major surgeries? \_\_\_\_\_ If yes, please list with date: \_\_\_\_\_

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

PLEASE LIST ANY MAJOR COMPLICATION AFTER ANY MAJOR SURGERY PERFORMED IN THE PAST. (i.e. infections, blood clots, lung disorders, nerve damage, bleeding disorders, anesthesia, sexual dysfunctions.)

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

Please list all past and present medical problems: \_\_\_\_\_

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

Signature of patient: \_\_\_\_\_ Date: \_\_\_\_\_

**The following people have my permission to obtain or have discussed with them my Protected Health Information (PHI):**

NAME: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

NAME: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

NAME: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

**The following people have my permission to verify that I am at, or have been at, my doctor visit or treatment:**

NAME: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

NAME: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

NAME: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

\_\_\_\_\_ I do not wish to list anyone. I do not want any information to be released.

**Authorization to leave messages with other persons or on answering machines/voice mail**

I, the undersigned, authorize Neurological Surgery Associates, P.C. to leave messages containing medical information, test results, doctor's recommendations on an answering machine/voice mail at the following phone number(s): \_\_\_\_\_

**Assignment and release**

I, the undersigned, authorize my insurance carrier/worker's compensation carrier to pay benefits directly to Neurological Surgery Associates, P.C. and furthermore authorize the release of any and all information required to process my claim. I understand I am responsible for all non-covered services, deductibles, and copays. In the event of a nonpayment or denial of payment by my insurance carrier/worker's compensation carrier, I agree to pay all costs of services and collections, including reasonable attorney's fees, as well as the legal interest on the account until paid in full.

**Notice of Privacy Practices**

I, the undersigned, have received a copy of Neurological Surgery Associates' Notice of Privacy Practices.

Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

SWAIB

CLINIC

Neurological and Spine Surgery

1021 Montgomery Highway

Suite 203

Vestavia, AL 35216

P (205)949-1800

F (205) 870-7735

**TEXT MESSAGE AUTHORIZATION**

*Do you wish to receive text messages?*

Yes No

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

Cell phone number: \_\_\_\_\_

Cell phone service provider: \_\_\_\_\_

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Birmingham, AL 35209

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Fax: (205) 870-7735

Swaid N. Swaid, M.D., F.A.C.S.

Martin P. Jones, M.D.

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## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND ABOUT HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The policy of Neurological Surgery Associates, P.C. is to protect the confidentiality, integrity, and security of the protected health and personal information of our patients and to prevent unauthorized access, use, or disclosure of such information. We are required by law to maintain the privacy of your health information and provide you with this notice of our duties and obligations. This policy applies to persons who are current or former patients of Neurological Surgery Associates, P.C.

Individually identifiable health and personal information is any information obtained by Neurological Surgery Associates, P.C. in connection with providing healthcare treatment and related healthcare operations, and obtaining payment for services. This relates to past, present, or future information that Neurological Surgery Associates, P.C. receives from you as our patient.

Neurological Surgery Associates, P.C. collects personal information in order to learn about your medical history and medical conditions, render treatment, and collect payment for our services. We gather this information from your patient forms, health questionnaires, and other forms you will be asked to complete from time to time. In addition, we will assemble information based on our discussions and conversations with you, your personal representative, and your family members. Your healthcare plan or insurance carrier may also provide information to our office.

We will use this information to provide caring and quality medical care to you. Examples include diagnosis, treatment, discussion regarding treatment alternatives or other health-related benefits, and communications such as follow-up and appointment reminders. As part of our standard treatment and healthcare operations, we may share some information with a facility such as a hospital, laboratory, diagnostic service, or healthcare provider to efficiently coordinate your treatment plan. For contracted insurers, your information will be used for claims management and to obtain payment from your insurance carrier.

As required by your insurance contractor, we will exchange paper and electronic data with your insurance carrier for activities such as eligibility, benefit and coverage determinations, precertification, utilization review, and related activities. For worker's compensation, information about work-related conditions can be exchanged with the employer.

Your information is maintained in our office in our practice management computer system. We also maintain information about you in your electronic medical record. Neurological Surgery Associates, P.C. limits the access to your protected health information to those employees and business associates who need to know that information. With some limitations, you have the right to inspect, amend, copy, and receive an accounting of disclosures of your medical billing records.

We do not disclose personal information outside of the reasons listed above to third parties unless one of the following exceptions applies:

- We receive explicit authorization from you to release individually identifiable information. This authorization must be in writing and give exact details regarding to whom the disclosure applies, the nature of the data to be released, and the applicable dates. This authorization must be signed by the patient (or guardian). You may revoke this authorization by providing a written statement to Neurological Surgery Associates, P.C.
- Federal, State, or other applicable law requires us to share protected information or records.

We are obligated to abide by the terms of this notice. If, at any time in the future, it is necessary to disclose any of your personal information in a way that is materially different from this policy, Neurological Surgery Associates, P.C. will give you a notice of the change through a mailed announcement or on your visit following the change.

With some exceptions, you have the right to review and obtain a copy of your health information. This request must be in writing and there may be a reasonable charge to provide you with a copy of your information. You also have the right to request your records to be amended, to request special accommodations and restrictions of your health information, and to receive an accounting of the disclosures of your information. You have the right to request to receive confidential communication of your information. Neurological Surgery Associates, P.C. is not obligated to agree to a requested restriction. We must receive a written request from you to administer these rights. Please speak to the receptionist for further information or to begin the process to exercise any of these rights.

If you have a complaint about the management of your health information or believe your privacy rights have been violated, contact the Practice Manager at (205) 949-1800. You have the right to file a complaint with the Secretary of the Department of Health and Human Services if you believe that your privacy rights have been violated. There will be no retaliation for filing a complaint.

Other uses of PHI:

- We may leave a message on your answering machine or voice mail to contact you about appointments or to have you call our office.



**SWAID CLINIC**  
**Vestavia Medical Center**  
**1021 Montgomery Highway, Suite 203**  
**Vestavia Hills, Alabama 35216**  
**P) 205-949-1800 F)205-870-7735**

**FROM THE NORTH**

Take I-65 SOUTH towards Birmingham  
Follow I-65 SOUTH to Montgomery Highway NORTH/Hwy 31, Exit 252 on the right going SOUTH  
From this exit, take a LEFT onto Montgomery Hwy North, Hwy 31  
Travel approximately 2.1 miles, then take a RIGHT into entrance to Vestavia Medical Center, crossing over a service road. Entrance is on the opposite side of the building once you have entered the parking lot. We are on the 2<sup>nd</sup> floor, suite 203

**FROM THE SOUTH**

Take I-65 NORTH toward Birmingham  
Follow I-65 NORTH to Montgomery Hwy NORTH/Hwy 31, exit 252, on the right going NORTH  
From this exit, take a RIGHT onto Montgomery Hwy NORTH/Hwy 31  
Travel approximately 2.1 miles, then take a RIGHT into entrance to Vestavia Medical Center, crossing over a service road. Entrance is on the opposite side of the building once you have entered the parking lot. We are on the 2<sup>nd</sup> floor, suite 203

**FROM THE EAST**

From I-20/59 SOUTH, take 459, exit 136, to Montgomery/Tuscaloosa (from I-20, merge toward left lane to access this exit)  
From 459, take I-65 NORTH to Birmingham, Exit 15, stay in far RIGHT lane once on this exit to get on I-65 NORTH  
Follow I-65 NORTH to Montgomery Hwy NORTH/Hwy 31, exit 252, on the right going NORTH  
From this exit, take a RIGHT onto Montgomery Hwy NORTH/Hwy 31  
Travel approximately 2.1 miles, then take a RIGHT into entrance to Vestavia Medical Center, crossing over a service road. Entrance is on the opposite side of the building once you have entered the parking lot. We are on the 2<sup>nd</sup> floor, suite 203

**FROM THE WEST**

From I-20/59 NORTH, take 459, Exit 106 toward Birmingham/Gadsden  
Take I-65 NORTH to Birmingham, Exit 15, merge onto the far LEFT lane once on this exit to get on I-65 NORTH  
Follow I-65 NORTH to Montgomery Hwy NORTH/Hwy 31, exit 252, on the right going NORTH  
From this exit, take a RIGHT onto Montgomery Hwy NORTH/Hwy 31  
Travel approximately 2.1 miles, then take a RIGHT into entrance to Vestavia Medical Center, crossing over a service road. Entrance is on the opposite side of the building once you have entered the parking lot. We are on the 2<sup>nd</sup> floor, suite 203