

Welcome to Pain and Rehabilitation Specialists. Our physicians provide exceptional medical care and, in the spirit of partnership, ask their patients to become active participants in developing and working their individual treatment plan.

Our office is located in Chesterfield, Missouri at **14825 North Outer 40 Road Suite 360**. The attached New Patient Registration packet contains directions and general information about our office policies and procedures, as well as several forms for you to complete and return to the office **on the appointment date** indicated below. Wheelchairs are available inside the main entrance to the building, if you require assistance.

We understand that navigating the benefits and coverage of individual health insurance plans can, sometimes, overwhelm and create a sense of confusion. Dr. Lee is a contracted provider with a variety of insurance plans. If you have questions regarding your insurance coverage, please contact Kathy Kastner at 314-336-2620.

Please br	ing the following items with you to your first visit:
	Completed registration packet
	Photo ID and, if you are covered by private or group health insurance, your insurance card. Although you may have an active legal or worker's compensation case, we need to have your health insurance information on file in the event the claims are denied by worker's compensation or your legal case status changes.
	Disc and written reports of any imaging studies related to your current medical condition. If you do not bring the disc to your appointment, we may ask you to reschedule.
	Contact all physicians, and other healthcare practitioners who previously treated you for this condition and ask that they send copies of their records to our office. We do not accept hand-delivered medical

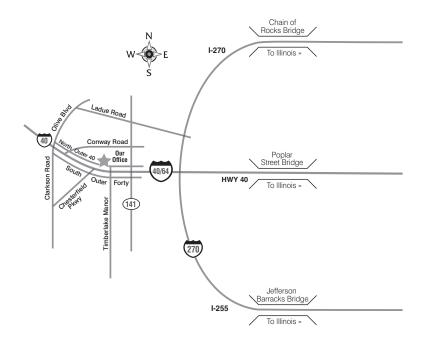
We look forward to working with you to achieve your healthcare goals and encourage you to call the office (314-336-2620) if you have any questions about the information contained in this packet.

Phone: 314-336-2570

Fax: 314-336-2571



Directions to Pain and Rehabilitation Specialists of St. Louis







Traveling I-64 (Hwy 40) Eastbound

(coming from St. Charles area)

Exit Timberlake Manor Parkway (Exit 21). Turn left at the stoplight and cross over Highway 40. You will immediately come to a second stoplight where you will make a left onto N. Outer Forty Road. Proceed west for 8/10 of a mile. You will pass Bonhomme Presbyterian Church on the right hand side. Prepare to make a right into our entrance.

Traveling I-64 (Hwy 40) Westbound

(coming from downtown St. Louis)

Exit Timberlake Manor Parkway (Exit 21) and merge into the right hand lane, which becomes N. Outer Forty Road. You will eventually come to a stoplight. Go through the stoplight and proceed west for 8/10 of a mile. You will pass Bonhomme Presbyterian Church on the right hand side. Prepare to make a right into our entrance.



PRACTICE INFORMATION

Because we value open communication and mutual respect, we created this Practice Information Guide to help make your visits here convenient, pleasant, and beneficial.

Office Hours

Our office is open from 8:00 until 4:30 Monday through Friday.

The phone number is: **314-336-2570**; we accept telephone calls beginning at 8:00 until 4:00 each day.

After Hours and Emergency Care

- If you experience a <u>life-threatening medical condition</u> after office hours, <u>call 911</u> or go <u>immediately</u> to the nearest Emergency Department, even if you are out of town.
- If you have an urgent medical concern that cannot wait until the office reopens, you may reach our doctors through our answering service: **314-771-6080**.
- Reminder: the doctors will not authorize refills of maintenance medications after office hours.

Appointments

- We strive to minimize wait times and to spend as much time as needed to address your medical concerns. For this reason, we see our patients by appointment and strongly discourage walk-in visits.
- We room patients in appointment-time order. Expect the doctor to treat the primary reason for the scheduled office
 visit. We may ask you to schedule another appointment to address concerns other than the primary reason for your
 visit.
- If you arrive <u>LESS than 15 minutes before</u> your scheduled appointment time, we will do our best to assist you; however, we may ask you to reschedule.

Medication Refills

- We make every effort to process prescription refill requests as quickly as possible.
 - **Please allow 48-72 hours** for our staff to process your refill request.
- To ensure you do not run out of medication, ask your pharmacy to fax the refill request to <u>314-336-2571</u> no less than three (3) days before you need it.

Personal Health Information

- Each physician reserves the right to determine the type of medical-care-related forms she will complete and sign.
- The <u>standard fee for completion of forms (for example, FMLA, disability, etc.) is \$50.00</u>, payable when you present the form to the office. We must receive payment, either in person or by credit card over the phone, for all requests received by fax or by mail.
- Our practice partners with HealthPort/Ciox to process requests for medical records. We must have a signed, HIPAA-compliant authorization to release copies of your medical records.
 - Please allow no less than ten (10) business days from the date we receive the request to process these requests. If the request is for your personal use HealthPort may charge you a fee for copying those records. We do not charge for records transferred to another physician or medical facility for the purpose of continued care.

Registration / Insurance

- Please review insurance information with our staff *prior* to receiving care to make certain your doctor is a contracted provider for your plan.
- We expect you present a valid insurance card and photo ID at each visit, even if you have an active workers' compensation claim or active legal case.
- Please tell the staff member at check-in if you have any change in insurance, contact information, address or pharmacy preference

PAIN and REHABILITATION SPECIALISTS

PATIENT REGISTRATION

FIRST NAME	FIRST NAME MIDDLE NAME/INITIAL LAST NAME										
Preferred Name Date of Birth							Social Security Number Gender: Male				
Primary Care D	Primary Care Doctor Name Ad			Address	Phone			one		Fax	
Referring Prov	ider	Name			Address			Ph	one		Fax
				DEMO	GRAPHIC II	NFOR	MATION				
Home Address									Zip	ode	
Home Phone	Area code	Nun	<u>nber</u>		Work Ph	one	Area code	N	<u>umber</u>		Extension
Cell Phone	Area cod	<u>e</u> <u>r</u>	Number	•	Preferred	d Pho	ne	Н	ome W	ork/	Cellular
Email Address					Preferred	d com	munication	Ph	one N	1ail	Email
Mailing Addres	ss (if different	from home add	dress)-						Zip	code	
Whom shall we	e contact in a	n emergency?		Relat	tionship to p	oatien	t?		Pho	ne nı	umber
Race		Ethi	nicity:	L	Hispanic/La	itino	Non Hispani	c/Latin	o Unr	epor	ted/Refused
Preferred Lang	uage	English Sp	anish	Othe	Do you need an interpreter? What type of interpreter? Yes No					No	
Marital Status	!	Single Ma	arried	Div	orced	Wido	owed Dome	stic Par	tner		
Employment	Full-Time	Part Time	Not	Employe	d Studer	nt	Employer				
				PF	RIMARY IN	SURA	NCE				
Insurance Plan	Name							Effect	tive Date		
Subscriber ID							Group Numb	er			
Insured's Name	9					Date of Birth					
Relationship to	Patient	Self Spous	e P	arent	Partner		Social Securit	y #			
_				SE	CONDARYIN	NSUR/	ANCE				
Insurance Plan	Name							Effect	tive Date		
Subscriber ID							Group Numb	er			
Insured's Name	9						Date of Birth				
Relationship to Patient Self Spouse Parent Partner					Social Security #						
				ASS	IGNMENT C)F BEN	NEFITS				
insurance benI authorize theI certify that a	 I understand I am financially responsible for all charges and services provided to me, including the balance remaining after payment of potential insurance benefits. I authorize payment of medical insurance benefits to PAIN and REHABILITATION SPECIALISTS for professional services rendered. I authorize the release of any information necessary to process this claim. I certify that all the above information is true and correct to the best of my knowledge. I give my permission to the Provider and/or medical staff to administer and perform such procedures deemed necessary in the diagnosis and/or treatment of my medical condition(s). 						l services rendered.				
Sig	Signature of Patient / Legal Guardian/Representative						Relatio	nship			Date

EXTENDED INFORMATION

						
Date of Injury						
How were you injured?						
If you were involved in a Motor Vehicle Accident, in what state did it occur?						
	WORKERS' COMPENSATION INFORMATION					
Insurance Company Name						
Claim Number						
Case Adjuster						
Office Phone						
Office Fax						
Email Address						
Mailing Address						
City / State / Zip						
Г						
Case Manager						
Office Phone						
Office Fax						
Email Address						
Mailing Address						
City / State / Zip						
	ATTORNEY					
Attorney's Name						
Name of Firm						
Mailing Address						
City / State / Zip						
Office Phone	Office Fax					
1						

Email Address

AUTHORIZATION FOR MEDICAL TREATMENT and RELEASE OF INFORMATION

I authorize my physician and his/her employees, to provide the medical care, tests, procedures, medications, services and supplies considered advisable by my physician. These services may include pathology, radiology, emergency and other special services. In consenting to treatment, I have not relied on any statements as to results. In the event that any personnel assisting in the provision of care and treatment suffer inadvertent exposure to any of my blood and/or other bodily substance that are capable of transmitting disease and I am unable to consult timely with my physician prior to testing, I consent to limited testing to determine the presence, if any of antibodies to hepatitis A, B, and C and HIV.

STORAGE AND RELEASE OF INFORMATION

I consent to the electronic storage and transmission of patient health information. I hereby authorize my treating physician, to release by electronic means or otherwise any medical and/or billing information concerning my care, including copies of my medical records to:

- a. Any governmental or other entity as required by law for purposes of reporting or for purposes of determining the eligibility in government sponsored benefit programs.
- b. The supplier of any blood or blood products which may be administered to me for the purposes of quality control and recipient monitoring.
- c. Any continuing care, residential or long-term care facility, or home health agency for the purposes of providing services for my care.
- d. Another health care provider that prescribes medication electronically to provide continuity of care and quality of care issues regarding prescriptions.
- e. I also authorize my physician to obtain information from other providers regarding my care and treatment including obtaining my electronic medication and prescription history from whatever source for the purpose of my continuing care and treatment.

Signature of Patient/Legal Guardian/Representative	Relationship	Date

AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION

Li	ast	First	MI	Maiden
Date of Birth		Social Security N	lumber	
I Authorize and Request	:			
	Office Phone			Office Fax
To Dologoo to		-		Office Lax
To Release to:	Pain and Rehabilitation Specialis 14825 N Outer 40 Road, Suite 3			
	Chesterfield, MO 63017			
	Office Phone: 314-336-2570			
	Office Fax: 314-336-2571			
Medical Records covering	ng the periods of health care from	Date	to _	Date
_				
P	lease check, and initial, the types	of records you <u>do r</u>	<u>iot</u> want released.	•
☐ HIV Testing/Tr	eatment Records Substance	Use/Abuse History	Psychiatr	ic Evaluation
☐ Other (please	specify)			
- "				
The Medical Information of the Medical Informati	ormation has been released pursuant to to the may no longer be deemed "confidential." there Pain and Rehabilitation Specialists, condition to getting treatment, making paynothe Federal Privacy Regulations allow it.	he Authorization, it may or any of its affiliated honents on any bills, or ga agree that I have receive	no longer be protecte ealthcare providers caining enrollment or each of the copy of the co	an make me sign this ligibility in any health nis Authorization, if so ken in reliance on this
The Medical Information ATTENTION: Once this information of the Inform	ormation has been released pursuant to t may no longer be deemed "confidential." her Pain and Rehabilitation Specialists, c dition to getting treatment, making payn the Federal Privacy Regulations allow it.	he Authorization, it may or any of its affiliated henents on any bills, or gate agree that I have receive to the extent that predate it is signed if I do notion, I must mail, fax, or because the content of the extent that predate it is signed if I do notion, I must mail, fax, or because it is signed if I do notion, I must mail, fax, or because it is signed if I do not	no longer be protecte ealthcare providers co ining enrollment or e red a signed copy of the ior action has been ta not cancel it in writing oring a letter in persor	an make me sign this ligibility in any health his Authorization, if so ken in reliance on this prior to the expiration a stating that I want to
The Medical Information ATTENTION: Once this inf State law/regulations and I understand that neith Authorization as a concinsurance plan, unless the requested. I understand that I may Authorization. This Authorization. This Authorization are signing on be copy of your appointment.	ormation has been released pursuant to to the may no longer be deemed "confidential." there Pain and Rehabilitation Specialists, condition to getting treatment, making paynothe Federal Privacy Regulations allow it. If the revoke the Authorization at any time exception of the part of the revoke the Authorization (1) year from the sift want to cancel/revoke this Authorization.	he Authorization, it may or any of its affiliated henents on any bills, or ga agree that I have receive ept to the extent that predate it is signed if I do rion, I must mail, fax, or being the letter to the agal guardian or personal	no longer be protecte ealthcare providers ca ining enrollment or e red a signed copy of the ior action has been ta not cancel it in writing oring a letter in persor ddress or fax number a	an make me sign this ligibility in any health his Authorization, if so ken in reliance on this prior to the expiration a stating that I want to at the top of the page.

Printed name of person authorized under State Law to act in the patient's behalf, if the patient is deceased, or his personal representative or if none, of his child, parent or sibling.

PAIN and REHABILITATION SPECIALISTS of ST LOUIS COMMUNICATION AUTHORIZATION

Last	First	MI	Maiden			
ite of Birth	Social So	cial Security Number-Last 4 Digits				
uthorize the providers and staff of formation (PHI) to the person(s) na		s of St Louis, LLC to discuss and	disclose my Protected Health			
Name		Relationship	Phone Number			
Name	·	Relationship	Phone Number			
Name		Relationship	Phone Number			
uthorize the providers and staff of	Pain and Rehabilitation Specialist	s to leave messages:				
O Initials Phone Number	n my home answering machine / v	voice mail.				
InitialsPhone Number	On my cell phone v	voice mail.				
	HIPAA: NOTICE OF PR	IVACY PRACTICES				
nave received, and/or been provide nd why my confidential health infor		y of the "Notice of Privacy Prac	tices" that explains when, where			
acknowledge that the Pain and Ronfidential health information with ain and Rehabilitation Specialists op	others in order to 1) treat me, 2) t					
is authorization remains in force ur	til revoked in writing. The purpo	se of this disclosure/use is for a	continued medical care.			
Signature of Patient, Guardia	n, Personal Representative	Relationship	Date			

or if none, of his child, parent or sibling.

PATIENT FINANCIAL AGREEMENT

We strive to maintain a strong physician-patient relationship. Sharing our Financial Policy in advance allows for a good flow of communication and enables us to achieve our goal. If you have any questions, do not hesitate to ask a member of our staff.

Health Insurance

- Deductibles, copayment and co-insurance payments are your responsibility.
- We file claims with our contracted insurance plans <u>only</u>. Since the insurance contract is an agreement between you and your insurance company. It is your responsibility to understand your insurance plan benefits with regard to a covered service, if a written referral or authorization is required to see specialists, whether preauthorization is required prior to a procedure. If you have more than one insurance policy, it is your responsibility to inform the office which policy is **Primary** (first) coverage and which policy is **secondary** or **Tertiary**. With each policy, we require the name, birth date, address, phone number, and social security number of the individual who carries the policy.

We expect our patients to pay at time of service any copayment company. Because this is an insurance requirement, we cannot		the insurance
	Patient/Responsible Party Ini	tial
I agree to provide a copy of my insurance card(s) at each visit wi social security number of the individual who carries the insuran		te of birth and
	Patient/Responsible Party Ini	tial
I agree to provide a valid authorization/referral. I understand the reschedule or pay for the visit in full at check in.	at if I do not have a valid referral, the sta	ff may ask me to
	Patient/Responsible Party Ini	tial
General Financial Information		
Returned Checks: We charge a \$30.00 fee for any check returned money order within 14 days of the notice that your check was re		h, credit card, or
, , , , , , , , , , , , , , , , , , ,	Patient/Responsible Party Ini	tial
<u>Past Due Balances</u> : We offer monthly payment plans tailored to delinquent, we reserve the right to take all steps necessary to col collection agency and/or collection attorney. If such action becorrelated fees.	lect this debt, including referral of your a	ccount to a
	Patient/Responsible Party Ini	tial
<u>Workers' Compensation</u> : If your employer has pre-approved tre any financial liability. If your employer <u>has</u> not approved treatm assume full financial responsibility for costs associated with that	ent and you choose to receive care by ou	
,	Patient/Responsible Party Ini	tial
<u>Personal Injury</u> : If you are receiving treatment as part of a personattorney prior to your initial visit. In addition to this verification, insurance, if available. We will require you to sign a Notice of Do arrangements may be available. Payment of all charges remain for charges incurred due to your personal injury.	we require that you allow us to bill your poctor's Lien. In the absence of insurance,	personal health other financial
, , , , , , , , , , , , , , , , , , ,	Patient/Responsible Party Ini	tial
<u>Completion of Forms</u> : We charge a fee of \$50.00 to complete an FMLA, injury, for example). Payment is due each time you delive we must receive your payment prior to returning the form to the	r a form for completion. For forms receiv	red by fax or mail, rvice.
By signing initialing and signing this form, I agree to all of the tern force and effect. I have read and understand this office policy an payment that becomes due as outlined previously.		
	 Relationship to Patient	Date



DR. THOMAS LEE: HEALTH HISTORY

		Date of Visit	
Name	DOB		Gender
Email address	Height		Weight
Hand Preference Right Left	Are you	oregnant?	No ☐ Yes ☐ Unknown
	- / 1	-	
Preferred Pharmacy		Phone	
,			
CHIEF COMPLAINT			
Please describe your current injury/complaint			
How long have you experienced this condition?			
What makes your symptoms better (ie, rest, medication	on)?		
What makes your symptoms worse (ie, walking, bendi	ng)?		
Which of your symptoms caused you the most concern			
Date of onset/injury	Were you in an		
	•	_	2
Is this a work-related injury? YES NO	· —		?
Have you had any x-rays or test performed for this co	ondition?	∐ NO	
Type of test/scan			
Date Wi	nere was it done?		
Type of test/scan			
Date WI	nere was it done?		
Type of test/scan			
Date Wi	nere was it done?		
		NO.	
Have you had any prior treatment for this condition?		NO	
Describe			
PAST MEDICAL HISTORY: Please check if you have	now or have had in the nas	t any of these med	dical conditions
		t, any of these mee	
NO PAST MEDICAL PROBLEMS Heart Attack	Psychiatric history Anxiety	H	Ulcerative Colitis Irritable Bowel
Angina or Chest Pain	Depression		Diverticulitis
Congestive Heart Failure	Schizophrenia		Osteoarthritis
Mitral Valve Prolapse	Headache		Hepatitis
High Blood Pressure	Lung Disease		Liver Problems
High Cholesterol/Triglycerides	Emphysema (COPD)		Diabetes-Insulin?
Heart Disease	Pneumonia	<u></u>	Diabetes – Non Insulin
Arrhythmia Arrhythmia	Chronic Bronchitis	<u></u>	Thyroid Disease
Anemia Anemia	Blood Clot in Lung	Ц	Kidney Stones / Disease
Bleeding Ulcer	Tuberculosis	닏	Urologic Problems
Blood Clot/DVT	Hiatal Hernia	닏	Stress Incontinence
Legs Lungs Other	Reflux	닏	Enlarged Prostate
Peripheral Vascular Disease	Stomach or Intestina	al Ulcer 📙	Frequent Urinary Inf (UTI)
Peripheral Neuropathy	Crohn's Disease	닏	HiV+
Cancer	Peptic Ulcer Disease	닏	Intestinal Bleeding
Fracture(s)	Crohn's Disease		Seizure Disorder
Sleep Apnea Asthma	Problems with Anes	tnesia 📙	Other
	TI FIUI UTIVAIRIA	1 1	VIIICI

<u>SURGI</u>	CAL HISTORY: Please check if	you hav	e had a	iny of	f these s	urge	ries.				
	NO PREVIOUS SURGERY			П	Breas	t Su	rgerv		П	Pros	tate Surgery
	Abdominal Surgery										er (explain)
	Type:						urgery			0	(cp.a)
\Box	Aneurysm			\exists	Color		υ,				
	Angioplasty/Stents							s (CABG)			
						-					
	Artery Bypass of Arm or Leg			님				lacement			
	Bone/Joint Surgery			님	Hyste						
	Type			Ш	Pacei	make	er/Def	ibrillator			
	Back/Neck Surgery		17.								
	Cervical (neck)	Leve	-						When		
	Thoracic	Leve	l(s)						When?		
	Lumbar (low back)	Leve	l(s)						When?		
	Implanted Devices (If YES, check	k all tha	t apply.	.)							
	Screws, Pins, Plates		Pacen	nakei	r			IUD			Venous Access
	Aneurysm Clip(s)		AICD					Breast Implant			Spinal Cord Stimulator
	☐ Intrathecal Pump										
	ENT MEDICATION: Please incl										
DRU	OT CURRENTLY TAKING ANY M	1		RESC	RIPTION	OR			OR HERE	BAL SU	
DRU	J	DOSA	GE				DRU	G			DOSAGE
	CATION ALLERGIES										
	O KNOWN MEDICATION ALLER										
Are y	ou allergic to Contrast Dye?	∐ N	10	Ш	YES	Rea	action)			
Are y	ou allergic to Latex?		10		YES	Rea	action	•			
Are y	ou allergic to Tape?	r	10		YES	Rea	action	•			
Are y	ou allergic to any Food Items?	1 🔲	10		YES	Rea	action	•			
Other						Rea	action	P			
Other	•					Rea	action)			
Other						Rea	action)			
0 1.1.0.							200.011	'			
FAMIL	Y HISTORY:										
Please	check below if any immediate re	latives h	ave ha	ıd an <u>y</u>	y of thes	е со	nditior	ns: F –father, M –	mother, :	S -sibli	ng.
	NO FAMILY HISTORY TO REPO	RT		므	Cance					Strol	
H	Heart Disease			井	Liver D		ise		$+$ \vdash	Diab	
H	Lung Disease Osteoporosis		\longrightarrow	屵	Arthrif High B		Press	ure	╂		hiatric Disease er (Explain)
 	Anesthesia Difficulties			旹	Kidney			uic		Otile	(Ελβιαιτή
	Bleeding Disorders			苴	Rheun			nritis			
	Other Inherited Disease (type)										
Patien	t Name						DO	В		Dat	e of Visit

OCIAL HISTORY:				
Occupation				
Work Demands Sedentary		Moderately Active		Heavy Labor
Work Status Working Retire	ed [Disabled Other		
Education Level Grade School		High School Technical School	chool	Associated Degree
Bachelor's Degree		Master's Degree Doctora	te	
Marital Status Single [Marr	ied Partner Di	vorced	d Widow/Widower
Smoking Never Smoked	Former S	moker	low m	nay packs /day?
Do you dip or chew tobacco?	No	Yes How much per day?		
Do you drink alcoholic beverages?	No	Yes How many drinks per wee	ek?	
Do you use recreational drugs?	No	Yes What and how often?		
Have you injected illegal drugs?	No	Yes What and how often?		
Do exercise regularly?	No	Yes Describe		
What sports/activities do you participate in?				
EVIEW OF SYSTEMS: Please check if you ha	ive now, c	or recently experienced any of these m	edical	conditions.
Good General Health		Wheezing		Dry Skin / Itching
Recent Weight Gain / Loss		Spitting up Blood		Chronic Skin Ulcers
Fever/Chills/Night Sweats		Change in Bowel Habits		Varicose Veins
Fatigue		Loss of Appetite		Numbness / Tingling
Eye Disease/Injury		Nausea / Vomiting		Blackouts
Wear Glasses / Contacts		Diarrhea		Tremors
Blurred / Double Vision		Constipation		Paralysis
Hearing Loss / Ringing		Indigestion		Depression
Chronic Sinus Problem		Burning / Painful Urination		Memory Loss or Confusion
Nose Bleed		Frequent Urination		Nervousness
Difficulty Swallowing		Blood in Urine		Insomnia
Shortness of Breath		Joint Pain		Slow Healing after Cuts
Chest Pain		Back Pain		Bruising Tendency
Palpitations		Difficulty Walking		Transfusions
Faintness		Muscle Weakness		Excessive Thirst
Breathing Problems		Leg Cramps		Excessive Sweating
Chronic / Frequent Coughs		Rashes		Other
inderstand the need to inform Dr. Lee of a covided on this form is correct and accura	-	nges in my medical condition. To th	ne bes	st of my knowledge, the informa
Signature of Patient / Legal Guard	lian			Date
atient Name		DOB		Date of Visit

Patient Name:	Date:

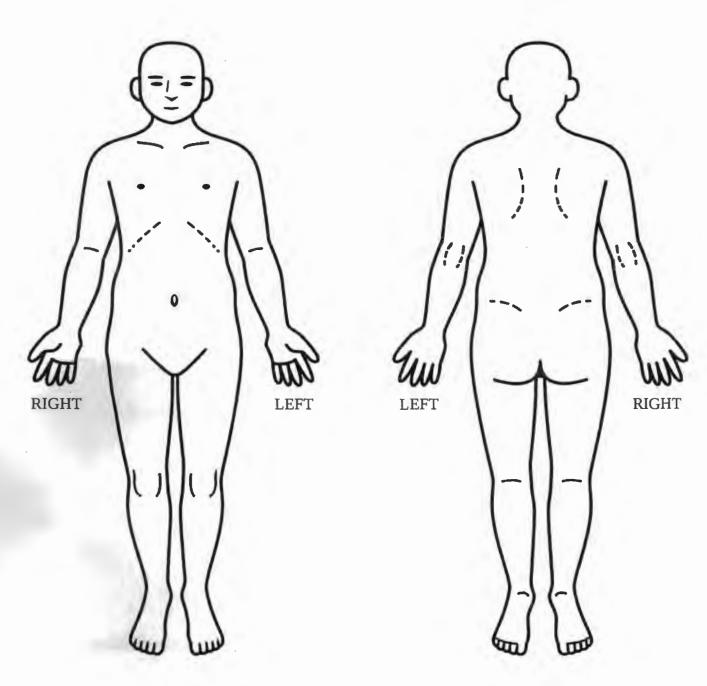
BODY PAIN INDICATOR CHART

Please use the diagram below to indicate the symptoms you have experienced over the past 24 hours. Mark the areas of the body where you feel painful sensations using the appropriate symbols to indicate the type of symptoms.

Aching Burning Stabbing Numbness Pins & Needles

+++++

xxxxx ///// ===== 00000



Medical History

Today's	Date
I Oddi J	

Patient Name:

Patient Medication List

Please list ALL medications (including prescription, over -the-counter, vitamins, dietary or nutritional supplements) which you may be taking routinely and/or on an as needed basis.

Medication	Dosage	Frequency	Route of Administration
	,		