



317-706-7246
(fax) 317-706-3417
www.indypain.com
8805 N. Meridian Street
Indianapolis, IN 46260

Welcome to the Center for Pain Management

At the Center for Pain Management we appreciate the impact that pain has on the quality of your life. We utilize a team approach to accomplish pain reduction, pain management, and return to activity.

Our team includes:

- Edward Kowlowitz, M.D., medical director
- John J. Fitzgerald, M.D.
- Karen Schloemer, M.D.
- Sheila Y. Abebe, FNP-BC
- Alina Clavijo-Passik, Ph.D., clinical psychologist
- Physical therapists and support staff

Pain is rarely treated effectively by any single mode of treatment alone. For that reason your treatment at the Center will most likely include medication management along with one or more of the following: physical therapy, psychological counseling, nerve block procedures and education.

This is best accomplished by professionals who can work together to meet your needs. For this reason you must let your Center for Pain physician know before you seek any pain management services from another provider while under our care.

Psychology

The role of psychology in our program is to help you cope with the impact that living with chronic pain has on your life; it is not to question the reality of your pain. We believe that being in pain, especially over a long period of time, does affect your stress level, relationships, sleep and the ability to do things which are meaningful to you. Also, untreated depression or anxiety can make managing your pain more difficult. Successful treatment involves addressing all of these issues so that we can best improve your quality of life.

Physical Therapy

The goal of physical therapy is to address specific structural and functional problems and to increase your overall activity level. You may have had physical therapy before with little benefit or even an increase in pain. Our physical therapy staff works only with pain management patients. As pain management experts, we have unique approaches to helping patients break the cycle of pain and inactivity. If physical therapy is ordered for you, you will be expected to attend at least 80% of your appointments. Failure to do so can result in discharge from both therapy and medical services.

Disability Forms and Letters

Our goal is to restore you to your highest level of function and, when necessary, to assist you with the completion of forms or letters in a timely manner. Our requirements for the completion of disability forms or letters are listed below:

- There will be a charge that must be paid prior to the completion of the form/letter. This charge ranges from \$15.00 to \$400.00 depending on the complexity of the request. The charge for most forms is \$25.00.
- Ten working days will be required for the completion of the form/letter.
- The completion of some forms/letters may require an office visit if additional assessment is required.
- We reserve the right to refuse to complete a form if it requests information that we do not have as a part of your treatment with us.

Next Steps in the New Patient Registration Process

Following this letter you will find a packet of information and forms which we need you to review and/or sign before we can see you for your first appointment.

****Please utilize the New Patient Checklist to make your registration process seamless.****

Once you are under the care of the Center, it is essential that you understand the multidisciplinary treatment program planned for you. If you have any questions, please let a member of our staff know so a nurse or our administrator can address your concerns.

Thank you for choosing the Center for Pain Management.



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New Patient Checklist

Center for Pain Management

Did you:

- Read the **Welcome Letter?**
- Read the **Notice of Privacy Practices**
- Sign and date the **Notice of Privacy Practices Acknowledgement**
- Complete the **Patient Registration Form**
- Complete your **Patient History**
- Complete your **P3 Assessment**
- Complete the **Pain Questionnaire**
- Read, sign and date the **Opioid Consent Management Agreement**
- Read, sign and date the **Assignment of Benefits & Financial Responsibility Policies Form**
- Read, sign and date the **Missed Appointment Policy**
- Read the **Ownership Disclosure Notice**
- Sign and date the **Ownership Disclosure Notice Acknowledgement**

Your First Appointment

- When you attend your first appointment you must bring:
 - Any Radiology Films from other physician's offices; this includes MRI or CT scans or X-rays
 - All of your completed paperwork (see checklist above)
 - Your insurance card
 - A photo identification (Driver's License, etc.)
 - All of your medications, including any over-the-counter medication you are currently taking as well as herbal supplements
 - Your co-pay, if your insurance plan requires one



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Notice of Privacy Practices

Center for Pain Management, Meridian MRI and Center for Special Surgery

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

This notice of Privacy Practices describes how we may use and disclose your Protected Health Information to carry out treatment, payment, or healthcare operations, and for other purposes that are permitted or required by law. It also describes your rights to access and control your Protected Health Information. Protected Health Information is information about you including demographic information that may identify you and that relates to your past, present, or future, physical or mental health condition, and related healthcare services. This notice is divided into three sections and describes the uses and disclosures of your Protected Health Information, your rights as they relate to your Protected Health Information, and our duties as a healthcare provider. We are required to abide by the terms of this notice of Privacy Practices.

Section I – Uses and Disclosures of Your Protected Health Information

Federal law allows this practice to use and disclose your Protected Health Information to carry out treatment, payment, and healthcare operation activities. Your Protected Health Information may be used and disclosed by your physician, our office staff, and others outside of our office that are involved in your care for the purpose of providing healthcare services to you. Your Protected Health Information may also be used and disclosed to obtain payment for your health care services and to support the operation of our practice. The following examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office.

The use and disclosure of your Protected Health Information for treatment purposes includes uses and disclosures to provide, coordinate, or manage your healthcare. Examples of this would include disclosure of Protected Health Information to other physicians who may be treating you, including physicians who refer you to our practice. Also, Protected Health Information may be provided to a physician or another service provider to whom you have been referred by our practice to insure that individual has the necessary information to diagnose you and provide care. Information will also be disclosed to and received from pharmacies to coordinate and oversee prescription medication management.

Your Protected Health Information will also be used as needed to obtain payment for your healthcare services. This may include certain activities that your health insurance plan may undertake before it approves or pays for healthcare services that we recommend for you. Examples include determining eligibility or coverage for insurance benefit, reviewing services provided to you for medical necessity, and undertaking utilization review activities. This would include pre-certification or pre-determination of benefits for outpatient surgical procedures.

We may also use and disclose your Protected Health Information in order to support the business activities of this practice. These activities include, but are not limited to, quality assessment activities, employee review activities, licensing, and conducting or arranging for other business activities. A specific example of this would be the review of medical records by outside agencies who audit medical records for the purpose of insuring quality care. We may also use a sign-in sheet at the registration desk where you will be asked to sign your name and service you are receiving. We may also call you by name in the waiting room when your physician or service provider is ready to see you. We may use or disclose your Protected Health Information as necessary to contact you to remind you of your appointments.

We will share your Protected Health Information with Third Party "business associates" that perform various activities for our practice. These activities include, but are not limited to, the provision of certain types of patient's specific medical equipment, the maintenance of computer software, and collection activities. Whenever an arrangement between our office and a business associate involves the use or disclosure of your Protected Health information, we will have a written contract that contains terms that will protect the privacy of your Protected Health Information.

We may use or disclose your Protected Health Information as necessary to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you.

In addition to the uses and disclosures described above that are permitted, as they relate to your treatment, payment for healthcare services, or the operations of this facility, certain other uses or disclosures are permitted or required by law. Specifically, unless you object, we may disclose to a member of your family, a relative, a friend, or any other person you identify, your Protected Health Information that directly relates to that person's involvement in your healthcare. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose Protected Health Information to identify your location or general condition to a family member, a personal representative, or any other person that is responsible for your care. Finally, we may use or disclose your Protected Health Information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your care.

The following are specific uses and disclosures of your Protected Health Information that may be made without your agreement or authorization as required by law. We may use or disclose your Protected Health Information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relative requirements of the law.

We may disclose your Protected Health Information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury, or disability. We may also disclose your Protected Health Information if directed by the public health authority to a foreign government agency that is collaborating with the public health authority.

We may disclose your Protected Health Information, if authorized by law, to a person who may have been exposed to a communicable disease or may be otherwise at risk of contracting or spreading the disease or condition. We may disclose Protected Health Information to a health oversight agency for activities authorized by law such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the healthcare system, government benefit programs, other government regulatory programs, and civil rights laws.

We may disclose your Protected Health Information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your Protected Health Information if we believe that you have been a victim of abuse, neglect, or domestic violence to the governmental entity or agency authorized to receive such information. In this case, a disclosure will be made consistent with the requirements of applicable federal and state laws.

We may disclose your Protected Health Information to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, biologic product deviations; to track products to enable product recalls, to make repairs or replacements, or to conduct post marketing surveillance as required.

We may disclose Protected Health Information in the course of any judicial or administrative proceeding in response to a court order or administrative tribunal or in certain conditions in response to a subpoena, discovery request, or other lawful process. We may also disclose Protected Health Information so long as applicable legal

requirements are met for police law enforcement purposes. These law enforcement purposes include legal processes, limited information requests for identification and location, those pertaining to victims of a crime, in the event that a crime occurs on the premises of the practice, and in the event of a medical emergency. Consistent with applicable federal and state laws, we may also disclose your Protected Health Information if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose Protected Health Information if it is necessary for law enforcement authorities to identify or apprehend an individual.

When the appropriate conditions apply, we may use or disclose Protected Health Information of individuals who are armed forces personnel. Please inquire if you have specific questions regarding the disclosure of Protected Health Information as it relates to military service. We may disclose your Protected Health Information to authorize federal officials for conducting national security and intelligence activities, including for the provision of protective services.

Your Protected Health Information may be disclosed by us in compliance with Worker's Compensation and laws and other similar legally established programs.

We may also use or disclose your Protected Health Information if you are an inmate of a correctional facility and your physician created or received your Protected Health Information in the course of providing care to you.

In summary, we may use or disclose your Protected Health Information without your authorization for the purposes of providing healthcare services to you (treatment), securing payment for healthcare services, and supporting the operation of this practice. In addition, your Protected Health Information may also be disclosed without your authorization for certain purposes as described above and as required by law. Unless you object, your Protected Health Information can also be disclosed to family members or others involved in your care as described above.

All other uses and disclosures of your Protected Health Information will be made only with your written authorization. You may revoke this authorization at any time in writing except to the extent that your physician or physician's staff has taken an action in response to that authorization.

Section II – Your Rights

You have the right to inspect and receive a copy of your Protected Health Information. This means that you may inspect, in the presence of a staff member, your Protected Health Information as well as request a copy of this information. You may request to inspect or to receive a copy of your Protected Health Information for as long as we maintain that information. This information may include medical and billing records and any other records that your physician and this practice uses for making decisions about you. Under federal law, however, you may not inspect or copy the following records: psychotherapy notes that are maintained outside of the medical record, information compiled in reasonable anticipation of or in use in a civil, criminal, or administrative action or proceeding, and Protected Health information that is subject to law that prohibits access to that information. Access may be denied if a healthcare provider has determined that access to the record is likely to endanger the life or safety of you or another individual, or cause substantial harm to another individual who is not a healthcare provider mentioned in the record. If access to your medical record is denied, you will be informed in writing of the denial. Certain reasons for denying access to your medical record are reviewable and you may have a right to request that a denial be reviewed. Please contact our Privacy Official if you have questions about access to your medical record, or if you wish to have a denial reviewed. The state approved fee for the copying of medical records will be applied to any request for copies of health information.

You have the right to request a restriction of your Protected Health Information. This means you may ask us not to use or disclose a part of your Protected Health Information for the purposes of treatment, payment, or health care operations. You may also request that a part of your Protected Health Information not be disclosed to family members or friends who may be involved in your care, or for notification purposes as described in this notice of

Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. Your physician is not required to agree to a restriction that you may request. If your physician believes it is in your best interest to permit use and disclosure of your Protected Health Information, as otherwise permitted by law, your Protected Health Information will not be restricted. If your physician does agree to the requested restriction, we may not use or disclose your Protected Health Information in violation of that restriction unless it is needed to provide emergency treatment. With this in mind, please discuss any restriction you wish to request with your physician. You may request a restriction by informing any member of our staff of your desire to restrict the use and disclosure of your Protected Health Information. The staff member will complete, with your assistance, a Restricted Disclosure Form, and forward it to the Privacy Official who will obtain the approval of the physician.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. This means you can ask us to contact you or leave messages at alternative phone numbers or send correspondence to an alternative address. We will accommodate all reasonable requests. We may, however, require you to provide us information as to how payment will be handled, or to specify an alternative address or method of contact. We will not request an explanation of your request from you. Please make this request in writing and ask any member of our staff to forward it to our Privacy Official.

You may have the right to have your physician amend your Protected Health Information. This means you may request that your physician correct information in your medical record that you believe to be inaccurate for as long as that health information is maintained in our practice. We may deny your request for an amendment if the information in question was not created by your physician or a member of the staff at this practice, or if your physician believes the information contained in your medical record is accurate and complete. If we deny your request for an amendment, you have the right to file a Statement of Disagreement with us, and we may prepare a rebuttal to your statement. Both your Statement of Disagreement and our prepared rebuttal, if any, will become part of your Protected Health Information and will be disclosed as part of any permitted or required disclosure. You will receive a copy of any written statement of rebuttal placed into your medical record. Please make any requests for amendment of your Protected Health Information to a member of our staff in writing and ask them to forward it to the Privacy Official.

You have the right to receive an accounting of certain disclosures we have made, if any, of your Protected Health Information. This right applies to disclosures for purposes other than treatment, payment, or healthcare operations, and does not apply to disclosures made in response to a valid authorization signed by you or a personal representative. It also excludes disclosures made to family members or others involved in your care. You have the right to receive specific information regarding these disclosures that occurred after April 14, 2003. Your right to receive this information is subject to certain exceptions, restrictions, and limitations.

Section III – Our Duties

This practice is required by law to maintain the privacy of Protected Health Information and to provide you with notice of our legal duties and Privacy Practices with respect to Protected Health Information. We must provide to you this written notice of Privacy Practices. We may change the terms of our notice at any time. The new notice will be effective for all Protected Health Information that we maintain at that time. Upon your request, we will provide you with any revised notice of Privacy Practices. You may obtain a revised notice by calling the office and requesting that a revised copy be sent to you in the mail, or by asking for one at the time of your next appointment. You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our Privacy Official of your complaint. We will not retaliate against you for filing a complaint. Our Privacy Official is the facility administrator and may be contacted at (317) 706-7246. This notice was published and became effective on April 14, 2003.



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Notice of Privacy Practices Acknowledgement
Center for Pain Management, Meridian MRI and Center for Special Surgery

I, _____, have received a copy of the Notice of Privacy Practices for the Center for Pain Management, Center for Special Surgery, and Meridian MRI.

Signature

Date

New Patient Health History

Center for Pain Management, Meridian MRI, Center for Special Surgery

HISTORY of PRESENT ILLNESS

Patient Name (please print): _____ M/F Age _____

Last name, First Name, Middle Initial

Have you ever been to another Pain Center? Yes / No If Yes, where/when: _____

Have you had Physical Therapy before? Yes/No If Yes, where: _____

When was your last Physical Therapy Appointment? _____

How many visits have you had this year? _____

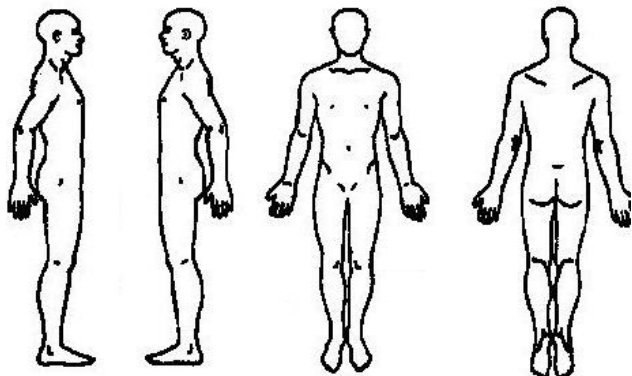
What is the chief complaint that brings you to the doctor today? _____

How did these symptoms begin? _____

When did you first start experiencing these symptoms? MM/DD/YY _____

When did the symptoms progress to the current level of severity? _____

Please mark on the drawings below all areas where you are feeling pain:



Location: _____

Severity: mild moderate severe

Quality: dull aching stabbing cramping
shooting burning throbbing

Duration: Intermittent (stops & starts)
Persistent (all the time)

Pain worse in: morning afternoon evening

Context: _____

Modifying Factors

What makes it better: _____

What makes it worse: _____

Associated Symptoms: _____

Please circle any of and all of the following you are experiencing:

- Sadness Depression Less interest in pleasurable activities Appetite/weight change Worthlessness
- Sleep disturbance Feeling agitated or slowed down Fatigue Suicidal thoughts Poor concentration
- Excessive worry or anxiety/nervousness Irritability/moodiness Restlessness or feeling "keyed up"
- Repeated distressing recollections of a traumatic event

Please circle the number that reflects your current level of pain AT REST:
 None 0 1 2 3 4 5 6 7 8 9 10 unbearable

Please circle the number that reflects your current level of pain PERFORMING EVERYDAY ACTIVITIES:
 None 0 1 2 3 4 5 6 7 8 9 10 unbearable

Please circle the number that reflects your current level of pain WHEN PERFORMING YOUR JOB:
 None 0 1 2 3 4 5 6 7 8 9 10 unbearable

On the average over the past 4 weeks my pain at the best was a:
 None 0 1 2 3 4 5 6 7 8 9 10 unbearable

On the average over the past 4 weeks my pain at the worst was a:
 None 0 1 2 3 4 5 6 7 8 9 10 unbearable

When I take my pain medication as prescribed by my physician, my pain on average is:
 None 0 1 2 3 4 5 6 7 8 9 10 unbearable

HISTORY

I am: Left-handed Right-handed Ambidextrous

Height: _____ Current Weight: _____ Weight one year ago: _____

ALLERGIES:

Do you have a Latex allergy? Yes/No

Please list all allergies and reactions you have:

FAMILY HISTORY: (please circle any of the following that are present in your family members)

Adverse reaction to anesthesia Cancer Chronic Pain Diabetes Mellitus Fibromyalgia Heart Disease
 Hypertension Lung disease Mental illness Migraines Rheumatoid Arthritis Seizure Disorder Stroke

Please complete the following:

	Age if Living	State of Health if Living	Age at Death	Current Illness or Cause of Death
Father		Good Fair Poor		
Mother		Good Fair Poor		

Siblings: Number Living _____ Number Deceased _____

PAST MEDICAL: (please circle any of the following for which you have ever received treatment)

Alcohol abuse Anemia Arthritis Anxiety Disorder Asthma Bleeding disorders
Cancer (type: _____) Coagulopathy Congestive heart failure COPD
Coronary Artery Disease CVA (stroke) Depression Diabetes Drug dependence Gastric ulcer
Hiatal Hernia Hypercholesterolemia General anesthesia-complications Heart disease Hepatitis
B Hepatitis C HIV Hypercoagulopathy Hypertension Hyperthyroidism Hypothyroidism
Kidney disease Liver disease Obstructive Sleep Apnea Postmenopausal Osteoporosis
Psoriasis Psychological trauma Seizure disorder Sexually transmitted disease Thrombophlebitis
Transient Cerebral Ischemia Tuberculosis Urinary Tract Infection Spinal Fusion
Head injury Spinal Cord injury

Are you currently on a blood thinner? Yes / No Which? Coumadin Lovenox Heparin

I have had (or a family member has had) a problem under anesthesia Yes / No
(e.g. prolonged paralysis, awareness, malignant hyperthermia)

Immunizations: (date received) Tetanus: _____ Hepatitis: _____ TB test: _____

Females: Last menstrual period _____ Are you or could you be pregnant? Yes / No
Are your periods regular? Yes / No / n/a Hysterectomy? Yes / No Birth Control Pills? Yes / No

Males: Sexual or erectile dysfunction? Yes / No

Hospitalizations: (please list all major illnesses with diagnosis and year)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Surgeries: (please list all surgeries and type along with year performed)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

When and where have you had any of the following: (list results, if known)

MRI(s): _____

CT(s): _____

X-ray(s): _____

SOCIAL HISTORY: (please circle)

Race: White African American Hispanic Indian Asian Other

Language: English Spanish Other: _____

Marital Status: Single Married Divorced Widowed

I currently live in a: House Apartment Mobile Home Retirement Center

Education:

Some High School (Grade _____) High School Graduate Some College

College Graduate Masters Doctorate

Annual Household Income:

less than \$10,000 \$10,001 to \$20,000 \$20,001 to \$40,000 \$40,001 to \$100,000 \$100,001+

Job History:

do not work work less than 20 hrs/week work 20-40 hrs/wk work 40hrs or more/week retired
disability applying for disability missed work due to pain no missed work due to pain

JOB HISTORY

Job Title: _____ Years in current position: _____

Prior Job: _____ Years in that position: _____

Has your problem that brought you to the Center caused you to change jobs? Yes / No

If you are currently NOT WORKING what was the exact date you last worked: _____

If you are disabled, what year were you declared disabled? _____ By whom? _____

If appropriate, please circle the level of work your job demands:

Physical demands:	Sedentary	Light	Medium	Medium Heavy	Heavy	Very Heavy
Occasional (0-33%):	10 lbs	20 lbs	50 lbs	75 lbs	100 lbs	over 100 lbs
Frequent (34-66%):	0 lbs	10 lbs	20 lbs	35 lbs	50 lbs	over 50 lbs
Constant (67-100%):	0 lbs	0 lbs	10 lb	15 lbs	20 lbs	over 20 lbs

Tobacco Use:

Do you smoke? Yes / No How many packs per day? _____ Did you ever smoke? Yes / No

Do any of your immediate relatives smoke? Yes / No

Alcohol Use:

How many drinks do you have per week? _____

Have you every been treated for alcohol dependency? Yes / No

Do any of your immediate relatives have or had an alcohol problem? Yes / No

Substance Abuse:

Do you currently use: marijuana, cocaine, crack, ecstasy, methamphetamines,
any other: _____ drugs off the street? Yes / No

Have you in the past used any of the above? Yes / No

Do any of your first degree relatives have a substance abuse problem? Yes / No

Have you ever been treated for substance abuse? Yes / No

Caffeine Use:

How many caffeinated beverages do you drink per day? _____

MEDICATION HISTORY

Please list all current pain medication with mg doses and frequency (times taken per day):

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Please list all other medication taken including over the counter, weight loss and nutraceuticals:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Please identify which of the following medications have been tried in the past by checking the appropriate box. (Do not check any drug never taken)

	Helpful?			Helpful?			Helpful?	
	Y	N		Y	N		Y	N
NSAID			Muscle Relaxant			Anticonvulsant		
Motrin			Skelaxin			Neurontin		
Lodine			Norflex			Lamictal		
Naprosyn			Soma			Topamax		
Relafen			Robaxin			Depakote		
Indocin			Flexeril			Tegretol		
Celebrex			Zanaflex			Dilantin		
Mobic			Valium			Lyrica		
Opioid (narcotic)			Others			Antidepressant		
Darvocet			Stadol			Elavil		
Percocet			Talwin			Pamelor		
Lortab/Vicodin			Fioricet			Doxepin		
Norco/Zydone			Ultram			Tofranil		
Duragesic			Zostrix			Desyrel		
Dilaudid			Ketamine Gel			Wellbutrin		
Oxycontin			Lidoderm			Anafranil		
MS Contin			Imitrex			Luvox		
MS IR			Amerge			Zoloft		
Kadian			DHEA			Remeron		
Levorphanol			Guaifenesin			Paxil		
Methadone			Dextromethorhan			Prozac		
Actiq			Steroids			Serzone		
			Suboxone			Effexor		
						Respiradol		
						Zyprexa		
						Cymbalta		

REVIEW OF SYSTEMS – (please indicate if you have any of the following conditions or symptoms, circle all that apply)

General Health: Chills Fatigue Fever Night Sweats Weight gain >10lbs Weight loss >10lbs

Skin: Change in wart/mole Dryness Excessive Sweating Hair Loss Nail Changes New Lesions
Rash Skin color changes

HEENT: Blurred vision Head injury Double vision Visual loss Hearing loss Ringing in ears
Vertigo Nose bleed Sinus Pain Bleeding gums Hoarseness

Neck: Neck mass Neck stiffness Swollen glands

Respiratory: Cough Decreased exercise tolerance Snoring Difficulty breathing Hemoptysis
Wheezing

Breast: Breast Mass Breast Pain Nipple discharge Skin changes

Cardiovascular: Chest pain Calf cramps Fainting/blacking out Irregular heart beat
Difficulty breathing lying down Shortness of breath Swelling of extremities

Gastrointestinal: Abdominal pain Black tarry stool Bloody stool Change in bowel habits
Constipation Diarrhea Difficulty swallowing Heartburn Jaundice Nausea Rectal Bleeding
Vomiting Vomiting blood

Musculoskeletal: Joint pain Joint Stiffness Joint swelling Muscle atrophy Muscle weakness

Neurological: Decreased memory Difficulty speaking Dizziness Headaches Incontinence stool
Incoordination Loss of consciousness Seizures Stroke Unsteadiness

Psychiatric: Anxiety Change in sleep pattern Depression Hallucinations Mood changes
Panic attacks Suicidal ideation History of abuse

Endocrine: Cold Intolerance Excessive Thirst Excessive Urination Hair changes
Heat Intolerance Hot flashes Libido change Sexual dysfunction Thyroid problems

Hematology: Abnormal bleeding Anemia Blood clots Easy bruising Prolonged bleeding

Other Medical Problems: _____

Information Provided by: _____ **Date:** _____

To be completed by Center for Pain:

This record of the patient's chief complaint, past medical, surgical, medication, allergies, social, family history and review of systems has been reviewed by me. This information is an adjunct to any dictated information and is to be considered a permanent part of my consultation and medical record for this patient.

Reviewed by: _____ Date: _____

Center for Pain Management – P3 Assessment

PATIENT NAME: _____

INSTRUCTIONS: The purpose of the P-3 is to assess your emotional functioning. The information obtained from this assessment will help your health care provider design a treatment program for you. If you have any questions, please ask your health care provider.

The P-3 consists of 44 groups of statements. Each group has three choices (1, 2, or 3). Read each group of statements carefully. **Choose the ONE statement in each group that best describes how you have been feeling LATELY, including TODAY.** Be sure to read all of the statements in each group before making your choice. **Then circle the number next to the statement you choose (1, 2, or 3).** Do not leave any groups blank. If none of the statements describes exactly how you feel, choose the statement that comes closest to describing how you feel. If you decide to change an answer, please draw an X through your original answer and then circle your new answer (1, 2, or 3).

- | | | | |
|-----|--|------|--|
| (1) | 1. I usually sleep well.
2. I have some trouble with sleep.
3. I have a lot of trouble with sleep. | (9) | 1. My memory is fine.
2. My memory is not as good as it used to be.
3. I have serious trouble remembering things. |
| (2) | 1. I am a calm person.
2. I am probably more nervous than most people.
3. I often feel so nervous and on edge that I am miserable. | (10) | 1. My general health is as good as most people's.
2. Most people seem to be in better general health than I am.
3. I have some serious health problems. |
| (3) | 1. Sometimes I think bad or evil thoughts about people.
2. I always think only the very best about most people.
3. I always think only the very best about all people. | (11) | 1. I am a happy person.
2. I don't seem to be as happy as most people.
3. I am not happy. |
| (4) | 1. I can do my work and chores around the house.
2. With help I can do my work and chores around the house.
3. I can no longer do my work and chores around the house. | (12) | 1. I get things done and on time.
2. I must sometimes struggle to keep my concentration.
3. I seem to have trouble completing tasks because I keep getting sidetracked. |
| (5) | 1. I have no more pain problems than most people.
2. I seem to have more pain problems than others.
3. My life is spent in pain. | (13) | 1. Most of the time I feel pretty good.
2. I seem to tire easier than most people.
3. I feel weak and tired much of the time. |
| (6) | 1. I wake feeling pretty good most mornings.
2. I wake feeling tired many mornings.
3. I wake with pain and feeling tired most mornings. | (14) | 1. There are several people in my life who treat me unfairly.
2. Some people seem to treat me unfairly.
3. Many people seem to treat me unfairly. |
| (7) | 1. I will sometimes tell people what I think they want to hear rather than the hard truth.
2. I will occasionally tell a lie.
3. I never tell a lie. | (15) | 1. I am interested in outside activities and other people.
2. I have little interest in outside activities and other people.
3. I have no interest in outside activities and other people. |
| (8) | 1. People can count on me because I get things done.
2. I sometimes have trouble completing tasks.
3. Much of the time I feel useless to myself and others. | (16) | 1. I am usually at peace with myself and others.
2. I seem to get angry more than most people.
3. I feel angry with somebody or something much of the time. |
| | | (17) | 1. I seldom have a headache.
2. I have more headaches than most people.
3. I seem to have a headache much of the time. |

- (18) 1. I trust some people but not others.
2. I trust only a very few people.
3. I believe that most people are only out for themselves and don't care about others.
- (19) 1. I am comfortable enough in a group of people.
2. In a group of people I sometimes feel a little nervous.
3. In a group of people I often feel like I don't really belong.
- (20) 1. It takes a lot to get me upset.
2. I get upset easier than I used to.
3. It seems like I stay upset much of the time.
- (21) 1. It takes a lot before I get tired.
2. I tire easily.
3. I stay tired most of the time.
- (22) 1. I have no trouble making decisions.
2. Sometimes I struggle making decisions.
3. I now have more trouble making decisions than I used to.
- (23) 1. My mind is usually relaxed.
2. Even when I am still, my mind seems to be racing.
3. It is sometimes impossible to get my mind to relax.
- (24) 1. My neck and shoulders feel normal.
2. My neck and shoulders feel tight.
3. My neck and shoulders hurt.
- (25) 1. No matter what the problem, I believe there is always hope.
2. Hoping for things to get better is beginning to be a struggle for me.
3. Most of the time I feel hopeless that my condition will improve.
- (26) 1. I seldom say something in anger that I later wish I hadn't.
2. Sometimes I say something in anger that I later wish I hadn't.
3. I frequently say things in anger that I later wish I hadn't.
- (27) 1. My stomach gives me very little trouble.
2. I seem to have more stomach trouble than most people.
3. My stomach causes me lots of problems.
- (28) 1. I enjoy being around other people.
2. I can mix with others but I would rather be alone.
3. I avoid having to be around others.
- (29) 1. The muscles in my body usually feel loose and relaxed.
2. The muscles in my body often feel tight.
3. The muscles in my body feel painfully tight.
- (30) 1. I seldom have neck or back pain.
2. I will sometimes have neck or back pain.
3. My neck or back seems to hurt most of the time.
- (31) 1. I am physically able to do some things but not others.
2. I am not physically able to do most things.
3. I am not physically able to do anything.
- (32) 1. I look forward to the future.
2. Things must improve before I will really look forward to the future.
3. My future seems hopeless.
- (33) 1. I seldom feel nervous.
2. I frequently feel nervous.
3. I feel nervous most of the time.
- (34) 1. I believe that most back problems go away and don't return.
2. I believe that most back problems may go away but are likely to return.
3. I believe that once you have a bad back you will probably always have trouble with it.
- (35) 1. I seldom worry about anything.
2. I worry too much.
3. I worry over almost everything.
- (36) 1. I feel pretty calm and relaxed.
2. I am probably more tense and uptight than I should be.
3. Sometimes I feel like I am about to lose my mind.
- (37) 1. Most of the time my head feels clear.
2. Most of the time my head feels cloudy and dull.
3. I sometimes start sweating and trembling for no known reason.
- (38) 1. I have had my fair share of problems.
2. I have had more than my share of problems.
3. Recently it seems like my life is filled with problems.
- (39) 1. My blood pressure and heart are in good shape.
2. I have had some problems with my blood pressure.
3. My heart often seems to beat too hard and fast.

- (40)
1. I am almost always happy.
 2. I am sometimes happy and sometimes sad.
 3. I am almost always sad.
- (41)
1. My arms and legs feel fine.
 2. I sometimes have pain in my hand or foot.
 3. Sometimes my entire arm or leg feels numb.
- (42)
1. I live a good life.
 2. Except for too many problems, my life is pretty good.
 3. My life is in a rut.
- (43)
1. I am basically satisfied with my life at present.
 2. I have some big regrets in my life.
 3. I am not satisfied with my life at present.
- (44)
1. I am a useful person.
 2. I am not as useful to others as I used to be.
 3. I sometimes think that everybody would be better off if I were dead.



Oral Opioid (Narcotic) Consent Form and Management Agreement

This agreement between the undersigned (patient) and Edward J. Kowlowitz, M.D. and/or John J. Fitzgerald, M.D. and/or Karen Schloemer, M.D. and/or Sheila Y. Abebe, APRN, BC, FNP is to establish clear conditions for the prescription and use of controlled substances and pain medication prescribed by the doctor for the patient. Doctor and patient agree that this agreement is an essential factor in maintaining the trust and confidence necessary in a doctor-patient relationship. The patient agrees to and accepts the following conditions for the management of pain medication prescribed by the doctor for the patient:

1. Opioid medication may be prescribed for me ONLY by Dr. Kowlowitz and/or Dr. Fitzgerald, and/or Dr. Schloemer, and/or Sheila Y. Abebe, APRN, BC, FNP.
2. I will not solicit nor accept a prescription for opioid medication from any other physician without the prior written consent of one of the above staff.
3. I will take the prescribed medication only at the dose, frequency, and drug as prescribed.
4. I will not, under any circumstance, increase my dose or frequency without my doctor's permission.
5. I will and do consent to random drug screening at the doctor's request.
6. I will not use any illegal substances, including marijuana, cocaine, amphetamine, etc.
7. I will not use this medication with any alcohol-containing beverages.
8. I will not share, sell, or trade my medication for money, goods, or services.
9. I will not undergo any pain management procedures or injections without the preceding consent of Dr. Kowlowitz and/or Dr. Fitzgerald and/or Dr. Schloemer. Patients are free to transfer their interventional care at any time; we would expect those physicians to assume continued prescribing of all controlled substances.
10. I will safeguard my medication from loss or theft and agree that the consequence of my failure to do so is that I will be without my medication for a period of time, and may precipitate a re-evaluation of my competence to continue on these medications.
11. I understand that an important part of my pain management program may include non-drug treatment. If I fail to follow-through with my doctor's treatment program, I understand and agree that opioids may be withdrawn.
12. I understand that reduction in the intensity of my pain as well as improvement in my quality of life and function-ability are the desired goals of treatment. Should it become evident to my doctor that these objectives are not being met with the use of opioids, I agree to weaning and discontinuation of narcotic medication.

I understand that the long-term advantages and disadvantages of chronic opioid have yet to scientifically determined and that treatment may change throughout my time as a patient. I understand, accept, and agree that there may be unknown risks associated with the long-term use of controlled substances and my doctor will advise me as knowledge and training advance and will make appropriate treatment changes.

I understand that all medications have potential side effects. I have been fully informed by the doctor of the potential side effects including, but not limited to: Physical dependence, pseudo-addiction, chemical dependence, addiction, constipation which may be severe enough to require medical treatment, difficulty with urination, drowsiness, cognitive impairment, nausea, itching, depressed respiration, reduced sexual function and adverse effects or injury to organs. A distinct clinical syndrome, "Hyperalgesia Syndrome", has been described in the literature and can result in increased pain from continual and escalated doses of opioid medication. If I take more medication than prescribed, a dangerous situation could result such as coma, organ damage, or even my death.

I realize that it is my responsibility to keep others and myself from harm, including the safety of my driving. If there is any question of impairment in my ability to safely perform any activity, I agree not to attempt to perform such activity until my abilities have been properly evaluated and/or my medications have been held for four days.

I agree to waive any applicable privileges or right of privacy or confidentiality with respect to prescription medication and I authorize one of the above staff and my pharmacy to cooperate fully with any city, state, or federal law enforcement agency including the Indiana Board of Pharmacy, in the investigation of any possible misuse, sale, or other diversion of my pain medication. I understand that my physician or nurse practitioner may utilize the INSPECT website to further assess my compliance.

I agree to the following regarding prescription refills: Prescription refills of my medication will be made only during regular office hours, in person, once every month during a scheduled office visit, or more frequently as recommended by my doctor and/or nurse practitioner. Refills will not be made on an emergency basis, nights, weekends, or holidays. I am free to visit an ER or other physician and have them contact my doctor in any emergency situation.

I agree to be evaluated by a psychologist and/or addiction specialist at any time during my treatment at my doctor's request. If, in their opinion, I am not a candidate for further narcotic treatment, I agree to weaning and treatment discontinuation.

(Females only): Narcotics are felt to have minimal risk for development of birth defects. However, if I continue to take these medications throughout pregnancy, my child will be born drug-dependent and need specialized care. I therefore agree that if I plan to become pregnant, or believe I have become pregnant while on these medications, I will immediately notify my obstetrician and Dr. Kowlowitz and/or Dr. Fitzgerald and/or Dr. Schloemer and/or Sheila Y. Abebe, APRN, BC, FNP.

Doctor and patient agree that this agreement is essential to the doctor's ability to treat the patient's pain effectively and that failure of the patient to abide by the terms of this agreement may result in the withdrawal of all prescribed medication by the doctor and the termination of the doctor-patient relationship.

Examples of opioid medication include: Lortab, Fentanyl, Opana, Vicodin, Norco, OxyContin, MS Contin, Percocet, Kadian, Avinza, Tylox, Methadone, Demerol, Dilaudid, Darvocet, Codeine, Subutex, and Suboxone. It is my responsibility to know these and other medications which are opioid compounds which I may be taking.

Acknowledgement

I have read or have had the above form read to me and understand all of it. I have had a chance to have all my questions answered to my satisfaction. By signing this form voluntarily, I give my consent for treatment of my painful condition with opioid medications.

Patient Signature: _____

Doctor Signature: _____

Date: _____

Witness (receipt of copy of agreement): _____



317-706-7246
(fax) 317-706-3417
www.indypain.com
8805 N. Meridian Street
Indianapolis, IN 46260

Assignment of Benefits & Financial Responsibility Policies

Center for Pain Management, Meridian MRI and Center for Special Surgery

ASSIGNMENT OF BENEFITS

I authorize and direct my insurance carrier, attorney lien settlements, Medicare, Medicaid, and/or medical supplements to pay benefits to Meridian MRI, Center for Pain Management and/or Center for Special Surgery for services rendered to me, regardless of the carrier's policy concerning this office. If my current policy prohibits direct payment to this office, I hereby also instruct and direct you to make out check to me and mail it to PO Box 4425 Reliable Parkway Chicago, IL 60686. THIS IS A DIRECT ASSIGNMENT OF MY RIGHTS AND BENEFITS UNDER THIS POLICY. A photocopy of this Assignment shall be considered as effective and valid as the original.

My signature affixed here may be kept on file to suffice for any signatures required on the insurance claim forms. In addition, I authorize Meridian MRI, Center for Pain Management, or Center for Special Surgery to release pertinent information to my insurance carrier only, for the sole purpose to file and follow-up on claims to obtain payment for services rendered to me.

PATIENT SIGNATURE: _____ DATE: _____

FINANCIAL RESPONSIBILITY POLICIES

I understand this office will make every effort to obtain payment from the insurance carrier, Medicare, Medicaid, and/or other third party payor. I acknowledge and understand services may be denied for any and all reasons, including, but not limited to, pre-existing conditions, routine, experimental, not reasonable or necessary, trauma, injury or work related, etc.

I acknowledge I am financially responsible for all fees incurred for services rendered regardless of insurance. I acknowledge failure to comply with the financial policies of this practice will place my status at this practice in jeopardy.

Any unpaid balance owed on my account may be assessed at the rate of 1.5 % per month (18% per year). If bills remain unpaid for more than sixty (60) days this practice will proceed with legal action to collect the account. I understand I will be responsible to pay for any fees incurred for the collection of my bill. This includes, but is not limited to outside collection agency fees, interest charges, attorney fees, and court costs

IF MY INSURANCE PAYS ME DIRECT, I agree to forward the payment to this office within 10 days of my receipt of payment. I further understand, failure to comply with this policy will place my status at this practice in jeopardy, as well as proceeding with legal action to collect the account. In addition to the balance due, any collection agency fees and/or attorney fees will be assessed to the account.

PATIENT SIGNATURE: _____ DATE: _____



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Missed Appointment Policy

Center for Pain Management, Meridian MRI and Center for Special Surgery

ALL appointments require a 24-hour cancellation notice to avoid a NO SHOW fee.

For a missed appointment or cancellation less than 24 hours scheduled for you with Alina M. Clavijo-Passik, PhD, HSPP you will be charged for the full \$160.00 for the session missed.

All other appointments that are not given a 24-hour notice will be charged a fee of \$25.00 for a NO SHOW.

This charge is the responsibility of the patient, not the insurance carrier. Cancellation penalties are expected to be paid in full at the time of your next appointment.

All procedure appointments are confirmed 24-hours in advance. We must have a valid daytime phone number for you to confirm these appointments in person. Please advise the office staff of a preferred phone number for appointment confirmations.

I have read and understand the above policy.

Printed Name _____

Signature: _____ Date: _____



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Ownership Disclosure Notice

Center for Pain Management, Meridian MRI and Center for Special Surgery

In accordance with Indiana House Bill 1306, this notice is required to inform you that Edward J. Kowlowitz, M.D. is the owner of the Center for Pain Management (including physical therapy and psychology services) and the Center for Special Surgery. You have the right to be referred to a facility in which Dr. Kowlowitz has no financial interest, however, in the case of surgery please be aware that Dr. Kowlowitz may not have privileges or scheduled surgery time at another facility of your choosing.

In addition, both Dr. Kowlowitz and John J. Fitzgerald, M.D. have ownership interest in Meridian MRI. Again, you have the right to request to be referred to a facility in which these physicians have no financial interest.



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Ownership Disclosure Notice Acknowledgement

Center for Pain Management, Meridian MRI and Center for Special Surgery

I, _____, have received a copy of the Ownership Disclosure Notice for the Center for Pain Management, Center for Special Surgery, and Meridian MRI.

Signature

Date