

Susanna Chan, M.D. Jerome Cohen, M.D., FACP Mary Anmadian, MSN, ABNP-C Gloria Sze, M.D. Tonny M. Lee, M.D. Oren Zaidel, M.D. Minh Q. Nguyen, M.D. Daniel D. Cho, M.D. Wendy Ard, PA-C

Dear	,					
Vou have an appointment with Dr						
You have an appointment with Dr						
On	_at	AM / PM				
We ask that you arrive at least 15 minutes early to Suite 300 with the enclosed forms <b>COMPLETED</b> and please bring your insurance card(s) and Identification card.						
If you have any additional medical ir such as: medical records, lab work,	nformation from a referring p x-rays, etc. please bring the	hysician, m with you.				
If your insurance coverage requires you bring your authorization reference	prior authorization, it is imp	perative that heduling.				
We appreciate your cooperation. Shoot hesitate to call our office at (310)	ould you have any question: 0) 539-2055.	s, please do				
Please notify office if change is necessappointments cancelled or broken w						
Thank You,						
Scheduling Dept.						

## SOUTH BAY GASTROENTEROLOGY MEDICAL GROUP wider The Endoscopy Center of the South Bay

Please check which provider you are seeing:

□ Susan M. Chan, M.D.

□ Jerome Cohen, M.D.

□ Tonny M. Lee, M.D.

□ Daniel D. Cho, M.D.

□ Gloria Sze, M.D.

□ Oren Zaidel M.D.

□ Minh Q. Nguyen, M.D.

□ Wendy Ard, PA-C

SIGNATURE OF PATIENT

## PRACTICE LIMITED TO GASTROENTEROLOGY

23456 Hawthorne Blvd #300 Torrance, California 90505 Telephone # (310) 539-2055 Southbaygastro.com Endoscopy Center of the South Bay 23560 Madison Street, Suite 109 Torrance, California 90505 Telephone # (310) 325-6331

DATE

## SOUTH BAY GASTROENTEROLOGY MEDICAL GROUP AND

The Endoscopy Center of the South Bay - Patient History Form

pg 1 of 2

]	PATIENT LABEI	- ]	Illnesses/Surgeries: PLEASE PROVIDE DATES (If none, please indicate with N/A)  1
Patient's Name:			2
Date of Birth:			3.
Occupation:			4.
Marital Status: 🗌 N	1arried ☐ Divorced	☐ Single ☐ Widowed	5
Age Weight	t lbs Heigl	ntftinches	
Family History ☐ R	Rectal bleeding  Ae-Check  Change Other:		Have you ever had a Colonoscopy or an Upper Endoscopy before?   Yes No When?  Results:  Medications: List all Medications, Dosage & Frequency.  (This should include: All Prescription, Herbal and over the counter Medications) If not applicable, please indicate with N/A.
History:	Relation	on:	If necessary please use the back of this form or attach a list.
<ul><li>Cancer (typ</li><li>Polyps (cold</li><li>Ulcers</li><li>Liver Disease</li><li>Pancreatitis</li></ul>	on/stomach) se		DRUG NAME DOSAGE HOW OFTEN  1. 2. 3. 4.
<b>Family History</b>	If Living	If Deceased	5 <u>.</u> 6.
	Age Health	Age Cause	7.
Father			8.
Mother			Herbals, Vitamins, Supplements & Non - Prescriptive Drugs
Brother/Sister			1 <u>.</u> 2.
			3.
Other Blood Relatives			Allergies: Include Medication, Foods and Latex. Please note reactions. (If not applicable indicate with N/A)  No Known Allergies □  LATEX ALLERGY? YES □ No □ Reaction;
Son/Daughter			DDUG ALLEDOISO TVDS -4 DS 4 CT C
			DRUG ALLERGIES TYPE of REACTIO
	☐Yes		3
Do you use alcohol		□No	FOOD ALLERGIES TYPE of REACTION  1

## PATIENT HISTORY FORM

[	PATIENT LABEL	]	
Patient Name:			
Cardiovascular Heart Murmur Heart Valve Replace Chest Pain Heart Attacks If yes, please provide Heart Stents If yes please provide	e dates:	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No □ No □ No
High Blood Pressure Defibrillator / Pacem AICD/ *CRMD *Cardiac Rhythm Ma High Cholesterol Heart Surgery Swelling of Ankles Cardiomyopathy or 0	aker	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	□ No
Constitutional Recent weight chang Fever Fatigue	ge	☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No ☐ No
Endocrine Heat or Cold Intolera Excessive Thirst or Unitabetes Type 1 Thyroid Trouble	Jrination	☐ Yes ☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No ☐ No ☐ No
Eyes/Skin/ENT Blurred and double v Glaucoma Rash / Itching Jaundice Hearing Loss / Ringi Mouth Sores Nosebleeds		☐ Yes	<ul><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li></ul>
Gastrointestinal Poor Appetite Difficulty in Swallowi Heartburn and Indige Nausea or Vomiting Bloating / Belching Regurgitation Constipation Diarrhea Abdominal Pain Recent Change In B Rectal Bleeding Black, Tarry Stools Gallbladder Disease Liver Trouble Hemorrhoids Hiatal Hernia	estion owel Habits	Yes   Yes	No
Musculoskeletal Joint Pain or Swellin Back Pain / Muscle I		☐ Yes ☐ Yes	□ No
Genitourinary Burning w/Urination Blood in Urine Kidney Trouble		☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No ☐ No

<u>Hematological</u>		
Bleeding/Bruising Tendency	☐ Yes	☐ No
Anemia	Yes	☐ No
Blood Transfusion	☐ Yes	☐ No
Respiratory	☐ Yes	□No
Chronic Cough Spitting up Blood	☐ Yes	
Wheezing	☐ Yes	□ No
Shortness of breath	☐ Yes	□ No
Tuberculosis	Yes	☐ No
Do you use Oxygen?	☐ Yes	☐ No
COPD	Yes	□ No
Obstructive Sleep Apnea Do you use a CPAP Machine	∐ Yes □ Yes	□ No □ No
Do you use a or Ar imacrime		
Infectious Disease		
Hepatitis	☐ Yes	☐ No
Type:	□Yes	□No
HIV	□ Yes	
Do you currently have any condition that has		
Infectious / communicable	☐ Yes	☐ No
If yes explain:		
Other:		
Psychiatric Memory Loss/Confusion	□Yes	□No
Depression	☐ Yes	
Panic Attacks/Anxiety Disorder	Yes	☐ No
<u>Neurological</u>		_
Dementia	☐ Yes	□ No
Alzheimer's	☐ Yes ☐ Yes	□ No □ No
Headaches Seizures	☐ Yes	□No
	□Yes	□No
Strokes	☐ Yes ☐ Yes	☐ No ☐ No
Strokes Difficulty laying on Left Side Numbness		
Strokes Difficulty laying on Left Side Numbness If yes, where?	☐ Yes ☐ Yes	□ No □ No
Strokes Difficulty laying on Left Side Numbness	☐ Yes	□No
Strokes Difficulty laying on Left Side Numbness If yes, where?	☐ Yes ☐ Yes	□ No □ No
Strokes Difficulty laying on Left Side Numbness If yes, where? Weakness (Left or Right)  Are you Pregnant?  Is there anything else we should know re	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ garding y	No No No No Our
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Strokes Difficulty laying on Left Side Numbness If yes, where? Weakness (Left or Right)  Are you Pregnant?  Is there anything else we should know re medical history? (Please use an additional should be medical history?)	Yes Yes Yes Yes Yes garding yeet if necess	□ No □ No □ No □ No □ No our sary)
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Strokes Difficulty laying on Left Side Numbness If yes, where? Weakness (Left or Right)  Are you Pregnant?  Is there anything else we should know re medical history? (Please use an additional should be medical history? The medical history?  Who is your referring Doctor?: Phone No: Fax No.: Phone No: Fax No.:	Yes Yes Yes Yes Yes	No No No No No No
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Strokes Difficulty laying on Left Side Numbness If yes, where? Weakness (Left or Right)  Are you Pregnant?  Is there anything else we should know re medical history? (Please use an additional should be medical history? The medical history?  Who is your referring Doctor?: Phone No: Phone No: Fax No.: Address:  Do you have a Cardiologist? No Yes	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ arding yeet if necess	No No No Our sary)
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Strokes Difficulty laying on Left Side Numbness If yes, where? Weakness (Left or Right)  Are you Pregnant?  Is there anything else we should know re medical history? (Please use an additional shown is your referring Doctor?: Phone No: Fax No.: Who is your Primary Doctor?: Phone No: Fax No.: Address: Do you have a Cardiologist? No Yes Name: Phone #: Patient Signature:	☐ Yes ☐ Please particles ☐ Please particles ☐ Please particles ☐ Yes ☐	No N
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## SOUTH BAY GASTROENTEROLOGY MEDICAL GROUP AND

## The Endoscopy Center of the South Bay

## OFFICE POLICY FOR INSURANCE BILLING

South Bay Gastroenterology Medical Group & Endoscopy Center of the South Bay have enrolled in numerous managed care insurance programs to accommodate the needs of our patients.

With each insurance program, there are many individual requirements of the plans having different stipulations regarding what services are covered and how often they may be performed. These plans differ depending on what type of contract your employer has negotiated.

Because we do not have access to each employers guidelines and stipulations; we must rely on you, the patient, to inform us EACH time of services exactly what those guidelines and stipulations are.

Unfortunately, if you do not inform us of special requirements in your insurance contract such as **lab work**, **screening / preventative care**, **hospitalization**, **and/or out-patient procedures** that are non-covered or must go to a specific location, or the need for a referral from your primary care physician, we have no choice but to bill you directly for those charges. Payment for those charges is then your responsibility.

Please check with your insurance if you have any questions relating to the services we provide. We want you to receive all of the benefits offered to you.

I have read and understand responsibility as described.	the offic	e policy	stated	above	and	agree	to	accept
					_			
Signature					Da	ate		

## The Endoscopy Center of the South Bay And South Bay Gastroenterology Medical Group

## **Authorization to Leave Message:**

I hereby aut (please circle)		MG/ECSB to leave a message regarding	pending appointments or tests at the following:
Home :	Yes / No	Phone Number:	-
Cell Phone :	Yes / No	Phone Number:	-
Work :	Yes / No	Phone Number:	-
You may con	tact me via	a my Email: Yes / No Email Address:	
You may leav	e a messa	ge with any of the individuals listed bel	ow:
Name:		Relationship:	Phone #:
		Relationship:	
		Relationship:	
Print Patient	Name:		
Patient, Pare	nt or Guard	dian	Date:
		(Signature)	

## **H2.6c NOTICE OF PRIVACY PRACTICES**

Endoscopy Center of the South Bay - South Bay Gastroenterology Medical Group- 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. You have the right to obtain a paper copy of this Notice upon request.

#### **Patient Health Information**

Under federal law, your patient health information is protected and confidential. Patient health information includes information about your symptoms, test results, diagnosis, treatment, and related medical information. Your health information also includes payment, billing, and insurance information.

#### **How We Use Your Patient Health Information**

We use health information about you for treatment, to obtain payment, and for health care operations, including administrative purposes and evaluation of the quality of care that you receive. Under some circumstances, we may be required to use or disclose the information even without your permission.

## Examples of Treatment, Payment, and Health Care Operations

<u>Treatment:</u> We will use and disclose your health information to provide you with medical treatment or services. For example, nurses, physicians, and other members of your treatment team will record information in your record and use it to determine the most appropriate course of care. We may also disclose the information to other health care providers who are participating in your treatment, to pharmacists who are filling your prescriptions, and to family members who are helping with your care

Payment: We will use and disclose your health information for payment purposes. For example, we may need to obtain authorization from your insurance company before providing certain types of treatment. We will submit bills and maintain records of payments from your health plan. Health Care Operations: We will use and disclose your health information to conduct our standard internal operations, including proper administration of records, evaluation of the quality of treatment, and to assess the care and outcomes of your care and others like it.

### Special Uses

We may use your information to contact you with appointment reminders. We may also contact you to provide information about treatment alternatives or other health related benefits and services that may be of interest to you.

#### Other Uses and Disclosures

We may use or disclose identifiable health information about you for other reasons, even without your consent. Subject to certain requirements, we are permitted to give out health information without your permission for the following purposes:

Required by Law: We may be required by law to report gunshot wounds, suspected abuse or neglect, or similar injuries and events.

Research: We may use or disclose information for approved medical research.

<u>Public Health Activities:</u> As required by law, we may disclose vital statistics, diseases, information related to recalls of dangerous products, and similar information to public health authorities. <u>Health oversight:</u> We may be required to disclose information to assist in investigations and audits, eligibility for government programs, and similar activities.

Judicial and administrative proceedings: We may disclose information in response to an appropriate subpoena or court order.

<u>Law enforcement purposes</u>: Subject to certain restrictions, we may disclose information required by law enforcement officials.

<u>Deaths:</u> We may report information regarding deaths to coroners, medical examiners, funeral directors, and organ donation agencies. <u>Serious threat to health or safety:</u> We may use and disclose information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Military and Special Government Functions: If you are a member of the armed forces, we may release information as required by military command authorities. We may also disclose information to correctional institutions or for national security purposes.

<u>Workers Compensation</u>: We may release information about you for workers compensation or similar programs providing benefits for work-related injuries or illness.

In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

## Individual Rights

You have the following rights with regard to your health information. Please contact the person listed below to obtain the appropriate form for exercising these rights.

Request Restrictions: You may request restrictions on certain uses and disclosures of your health information. We are not required to agree on such restrictions, but if we do agree, we must abide by those restrictions. Also, if you have paid for your health care treatment out-of-pocket and in full, and if you request that we limit disclosure of your information to a health plan for purposes of payment or health care operations, we will abide by your request.

<u>Confidential Communications:</u> You may ask us to communicate with you confidentially by, for example, sending notices to a special address or not using postcards to remind you of appointments.

Inspect and Obtain Copies: In most cases, you

have the right to look at or get a copy of your health information. There may be a small charge for the copies.

Amend Information: If you believe that information in your record is incorrect, or if important information is missing, you have the right to request that we correct the existing information or add the missing information.

Accounting of Disclosures: You may request a list of instances where we have disclosed health information about you for reasons other than treatment, payment, or health care operations.

## **Our Legal Duty**

We are required by law to protect and maintain the privacy of your health information, to provide this Notice about our legal duties and privacy practices regarding protected health information, and to abide by the terms of the Notice currently in effect.

#### **Changes in Privacy Practices**

We may change our policies at any time. Before we make a significant change in our policies, we will change our Notice and post the new Notice in the waiting area and each examination room. You can also request a copy of our Notice at any time. For more information about our privacy practices, contact the person listed below.

#### Complaints

If you are concerned that we have violated your privacy rights, or if you disagree with a decision we made about your records, you may contact the person listed below. You also may send a written complaint to the U.S. Department of Health and Human Services. The person listed below will provide you with the appropriate address upon request. You will not be penalized in any way for filing a complaint.

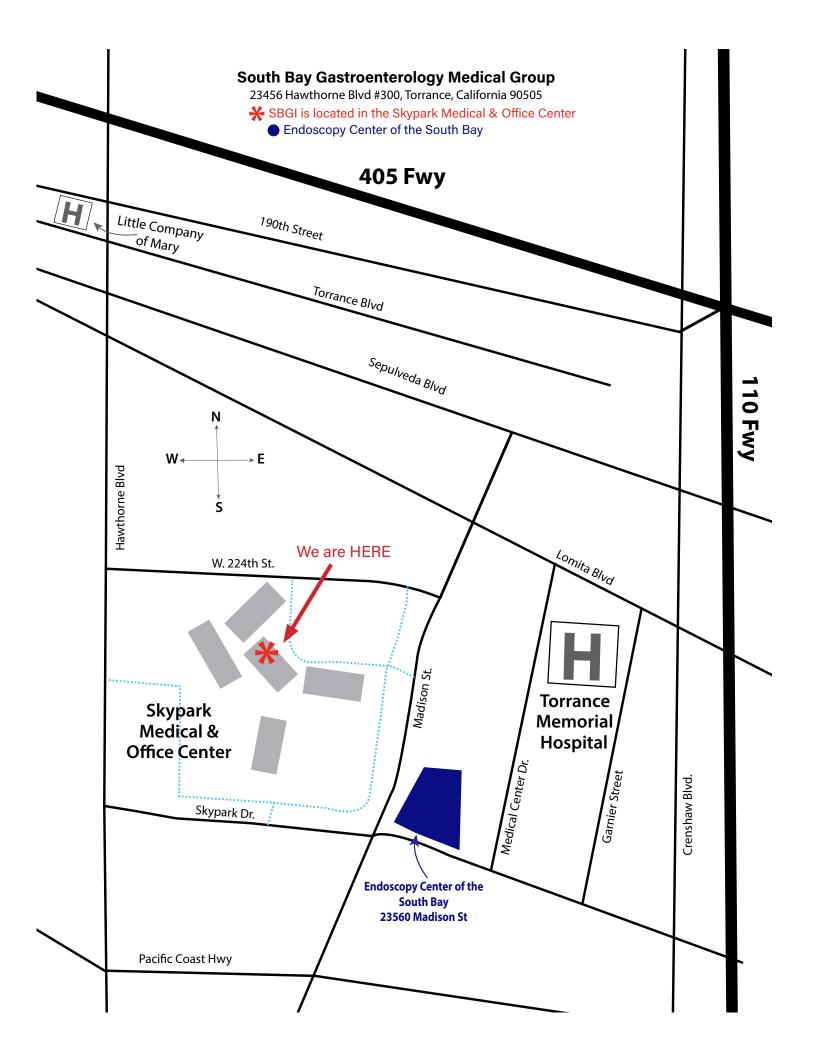
#### **Contact Person**

If you have any questions, requests, or complaints, please contact: Center Director and /or Office Manager.

Effective Date: (date form implemented)

,
I,,
(print name) hereby acknowledge receipt of the Notice of Privacy Practices given to me.
Signed:
Date: If not signed, reason why acknowledgement was not obtained:
Staff Witness seeking acknowledgement
Date:

2011-03 revised 04/2012



# South Bay Gastroenterology Medical Group And The Endoscopy Center of the South Bay

## Patient Consent Form (Must Be Completed and Returned by Patient Prior To Treatment) To the Use and Disclosure of Health Information for Treatment, Payment, or Healthcare Operations

ļ	(Account Number:) understand that as part	t of my
	Ith care, South Bay Gastroenterology Medical Group and Endoscopy Center of the South Bay originates and maintains paper an	
	ctronic records describing my health history, symptoms, examination and test results, diagnoses, treatment and any plans for fu	iture care
	reatment. I understand that this information serves as:	
•	A basis for planning my care and treatment.	
•	A means of communication among the many healthcare professionals who contribute to my care.	
•	A source of information for applying my diagnosis and surgical information to my bill.	
•	A means by which a third-party payer can verify that services billed were actually provided.  A tool for routine healthcare operations such as assessing quality and reviewing the competence of healthcare professionals.	
	A tool for fourthe healthcare operations such as assessing quality and reviewing the competence of healthcare professionals.	
Lun	derstand and have been provided with a Notice of Information Practices that provides a more complete description of information	ation uses
	disclosures. I understand that I have the following rights and privileges:	
•	The right to review the notice prior to signing this consent.	
•	The right to object to the use of my health information for directory purposes.	
•	The right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment of	or
	healthcare operations.	
Hea	alth Information Exchange (HIE):	
lun	derstand that South Bay Gastroenterology Medical Group and the Endoscopy Center of the South Bay may make my individual	health
	ormation available to a sponsored Health Information Exchange (HIE) and to a regional and or National Health Information Exchange	
	state immunization registry.	
	derstand that the South Bay Gastroenterology Medical Group and the Endoscopy Center of the South Bay is not required to ag	
	trictions requested. I understand that I may revoke this consent in writing, except to the extent that the organization has alread	
	ion in reliance thereon. I also understand that by refusing to sign this consent or revoking this consent, this organization may re	
	at me as permitted by Section 164.520 of the Code of Federal Regulations. Should the South Bay Gastroenterology Medical Gro	
	Endoscopy Center of the South Bay change their notice, they will send a copy of any revised notice to the address I've provided nether US mail or, if I agree, email).	1
(0011	lettler OS Mail OI, ii i agree, emailj.	
Lun	derstand that as part of this organization's treatment, payment, or healthcare operations, it may become necessary to disclose	e mv
	tected health information to another entity, and I consent to such disclosure for these permitted uses, including disclosures via	
•	,,	
Can	confidential messages be left on your answering machine or voicemail? [ ] YES [ ] NO	
Plea	ase list, if any, person(s) whom we may inform about your medical condition, diagnosis, and/or financial account:	
	me:Phone Number:	
	me: Phone Number:	
	me: Phone Number:	
l wis	sh to have the following restrictions to the use or disclosure of my health Information:	
_		
l for	ally understand and [ ] accept [ ] decline the terms of this consent.	
	any and constant and [ ] decept [ ] decline the terms of this consent.	
Pati	ients Signature:Date:	
FOR	R OFFICE USE ONLY	
	Consent received by Date:	

Consent refused by patient, and treatment refused as permitted.
 Consent added to the patient's medical record on (Date)\_\_\_\_\_\_

## ENDOSCOPY CENTER OF THE SOUTH BAY HIGH RISK QUESTIONNAIRE

	NAME:	DOB:	AGE:			
	Primary Physician: Ph	one No.:	Last Physical:			
	Do you see a Cardiologist?    Yes Reason/Diagnosis:		□No			
	If yes, who is your Cardiologist:	Phone No.:				
	If you see a Cardiologist when was your last visit:					
1-0	PLEASE ANSWER FOLLOWING QUESTIONS C	ADEELILLY AS COME HEAD	FAND LUNG CONDITIONS	S NAAV DE AT		
1)	INCREASED RISK FOR COMPLICATIONS DU IDENTIFY ANY POSS		IPORTANT QUESTIONS HI PROCEDURE.			
1) 2)	PATIENT WEIGHT : HEIGHT: Do you get short of breath when you walk one block ?		BMI:	□No		
<u></u>	If yes, why		Lifes	LINO		
2/	Do you have a Defibrillator		□Yes	□No		
3) 4)	Have you had a Heart Attack within the last 6 mo.		□Yes	□No		
	Have you had a Stroke within the last 6 mo.		□Yes	□No		
5) 6)	Do you use supplemental oxygen at home?		□Yes	□No		
7)	Have you been treated for any of the following Cancers:	Fongue Mouth or Check	□Yes	□No		
8)				□No		
	Are you on Dialysis and/or Stage 4 renal failure? If yes:  Do you have chronic kidney disease? If Yes: \lf yes wha		□Yes □Yes	□No		
09)	Do you get chest pain?	t stager	□Yes	□No		
	If yes, please mark which definition explains your p	pain:		Lino		
	□Pressure/compression □ Radiating pain down either		e			
	☐After eating ☐Position change (worse or better)	☐Burning ☐Mid-line	in Chest			
11)	Have you been diagnosed with Pulmonary Hyperte	nsion? (lungs)	□Yes	□No		
12)	Have you had any Prior Cardiac Surgery or Diagnosis I	-	□Yes	□No		
	Please check: o Heart Attack o Stents		Congestive Heart Failur			
	o AFIB If yes: Blood Thinner oCardiomyopathy (enlarged heart) o Heart Valve If yes: Antibiotics ordered					
128)	Heart Conditions such as: High Blood Pressure- Please n (If your B/P is not controlled your procedure may be car		lication 2 hours prior to p	rocedure.		
13)	Have you suffered a stroke and if so do you have any re		□Yes	□No		
	Have you been diagnosed with Sleep Apnea If yes: Send		□Yes	□No		
15)	Were you prescribed a CPAP machine		□Yes	□No		
	Do you have any platelet disorders, (ie: thrombocytope	nia)	□Yes	□No		
17)	Do you have any clotting factor disorders? (i.e. Hemoph	<b>'</b>	□Yes	□No		
	Are you currently receiving Chemotherapy?		□Yes	□No		
	Do you have any special medical or physical need that v	ve should know before we				
	your appointment?		□Yes	□No		
20)	Are you on any prescribed blood thinners?		□Yes	□No		
	If yes, For what reason?	Name of blood thinne	er:			
	Scheduler Name: Date:	EN	1R#			