

TO ALL PRIVATE INSURANCE RECIPIENTS KNOW & UNDERSTAND YOUR WELLNESS BENEFITS WITH REGARD TO COLONOSCOPIES

Please be aware that some private insurance companies are offering "Wellness Screening" programs for colonoscopies. As gastroenterologists, we see this as a great benefit for our patients; however, your health insurance carrier may have certain criteria that must be followed for reimbursements to be paid at 100%.

When using the "Wellness Screening" program not all patients will fall into a "screening" code. Please understand that a "screening code" is to be used for patients without any symptoms/complaints, they are to be at least 45 years old, etc. For those patients with some type of symptom or complaint, we are to use the code that matches that particular symptom/complaint. **Therefore, we cannot randomly use screening codes on all of our new patients.** This also goes against our ethics.

Please understand that we will be happy to do as much as we can so that your insurer will reimburse our fees at 100%; however, we have certain protocols that we must follow regarding coding. As you may feel it would be easy to use the screening code, all of our documentation would have to imply strictly screening.

Please also keep in mind your insurance carrier may not cover office visits and/or pathology charges with a screening code.

Therefore, we ask that you know and understand your insurance benefits, and that we, the physicians, will do all that we can so that your benefits will be paid at 100%. We believe if insurance carriers will allow wellness programs, then they should clarify all the elements of how this benefit is to be reimbursed not only for the patient but also for all the doctors and facilities that are utilized in connection with these charges.

Sincerely,

Joseph D. Hollier, M.D.



So we may efficiently serve you when you arrive for your appointment, please take a few minutes of your time to fill out the attached forms. Please bring the forms, your insurance cards, your driver's license (or any picture identification) and a list of your medications you are currently taking with you on the day of your appointment.

***PLEASE MAKE SURE THAT ON THE DAY OF YOUR APPOINTMENT WE HAVE ANY LAB AND X-RAY REPORTS THAT WERE DONE BY YOUR REFERRING PHYSICIAN.

Charges for your initial office visit can range between \$70.00 and \$320.00 depending on the type of service provided. This amount is due at the time of your visit. If you are a member of a participating PPO insurance carrier, or if you have Medicare/Medicaid; any copayments, coinsurance, and/or deductible amounts will be due at the time of your visit.



Joseph D. Hollier, MD Kimberly Sills, FNP 1587 N. Bolton Avenue Suite 1100 Alexandria, LA 71303 (318) 473-8188 Mailing Address 1587 N. Bolton Avenue Suite 1100 Alexandria, LA 71303

This letter is designed to answer questions you may have regarding your medical care. Our medical staff, receptionists, secretaries, and nursing personnel operate as a team. We take great pride in our training, knowledge and capabilities, and we are dedicated to giving you quality care.

OFFICE HOURS

Regular office hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday, Friday 8:00 a.m. to 12:00 noon. We will try to see you at the scheduled time. We believe strongly in the value of your time and will do our best to keep you from having to wait for a long time. On occasion, emergencies can cause problems and whenever possible, you will be fully informed if there will be any delays. We would appreciate 48 hour notice if you find it necessary to cancel your appointment.

TELEPHONE CALLS

Our telephones are answered 8:00 a.m. to 5:00 p.m. Our employees have been instructed to handle all incoming calls. This allows the doctors to attend to their scheduled patients with a minimum of interruptions during office hours

PRESCRIPTIONS AND REFILLS

Just as we cannot treat illnesses over the telephone, we cannot prescribe medications over the telephone. Medication refills will only be handled during regular office hours and **only** if you are currently under our care. If you need a prescription refill, have the name and/or number of the medication, the pharmacy telephone number, and the dosage schedule handy when you call. Please call before 2:00 for your refills. Any calls after this time will be handled the following day. Because of our office schedule, calls to the pharmacies for refills are made in the late afternoon.

FEES AND PAYMEN

We make every effort to keep the cost of your medical care to a minimum. You can help by paying at the time of your visit. This is expected unless prior financial arrangements have been made.

INSURANCE

We try to simplify the preparation of insurance claims, thereby holding down the costs which are unrelated to the delivery of good medical care. Our office will file your insurance for all hospital admissions or outpatient procedures. For those who have Medicare insurance, we do accept assignment and will file all charges including office visits. Please remember that insurance is considered a method of reimbursing the patient for fees paid to the doctor and is not a substitute for payment. It is your responsibility to pay any deductible amount, coinsurance, or any balance not paid for by your insurance company. We know questions can arise on insurance matters and these should be discussed with our insurance clerk. We will be happy to help you receive maximum benefits; however, the agreement of the insurance company to pay for medical care is a contract between you and your insurance company.

PATIENT CARE

AGA is a specialty clinic, specializing in gastroenterology and hepatology. All of our patients are received through a physician referral. Our patients are either referred for routine colon cancer screening or gastroenterology/hepatology disorders. We will do the appropriate studies such as endoscopy and tests. The patient will then be referred back to the primary physician with our results and plan of care. For the patients with liver disease, inflammatory bowel disease, or Barrett's esophagus, we will continue to follow these patients in our established patient clinics.

The best health care is based on friendly mutual understanding among staff, doctor, and patient. We are looking forward to getting to know you!



How do you plan to pay for this visit? Cas	h/Check	Visa/Mastercard	Insurance
Do you have a Medical Power of Attorney	? □Yes □No	Do you have a Li	ving Will? □Yes □No
	PLEASE P	RINT	
PATIENT		DATE OF BIRTH	AGE
ADDRESS	CI	TY/STATE	ZIP
SOCIAL SECURITY #	MARITAL ST	ATUS: S / M / D / W	GENDER: Male / Female
HOME #WO	RK #	CELL #_	
YOUR EMAIL ADDRESS FOR PATIENT F	PORTAL ACCESS		
RACE (circle one): African American	lispanic Caucasi	ian Other:	REFUSE TO REPORT
ETHINICITY (circle one): Non-Hispanic	Hispanic Othe	er:	REFUSE TO REPORT
LANGUAGE: English Spanish Sign La	anguage Other:		
EMPLOYED BY		_OCCUPATION	
SPOUSE	_EMPLOYED BY_		_WK #
RESPONSIBLE PARTY (if different from	above)		
ADDRESS			
EMPLOYED BY		PHONE #	
EMERGENCY CONTACT (other than sp	ouse or parent)		
REFERRED BY	РНА	RMACY YOU USE	
<u>!</u>	NSURANCE INF	<u>ORMATION</u>	
PRIMARY INSURANCE CO		PHONE #	
ADDRESS			
POLICY OR I.D.#			
SUBSCRIBER	9	SUBSCRIBER DOB	
SECONDARY INSURANCE CO		PHONE #	
ADDRESS			
POLICY OR I.D. #			
SUBSCRIBER	Sl	JBSCRIBER DOB	



REQUIRED SIGNATURES <u>ASSIGNMENT OF BENEFITS & RELEASE OF INFORMATION</u> (ALL INSURANCES):

I request that payment of authorized insurance benefits be made on my behalf to Alexandria Gastroenterology Associates for any services furnished. I authorize any holder of medical information about me to be released to the insurance carrier and its agents to determine benefits payable for related services. I also request that payment for authorized Medigap/Secondary insurance carrier benefits be made on my behalf to Alexandria Gastroenterology Associates. I authorize any holder of medical information about me be released to Medigap/Secondary insurance carrier and its agents to determine benefits to determine benefits payable for related services. I understand that I do not need to provide my Medigap/Secondary insurance carrier with information concerning Medicare claims because my signing of this authorization will allow Medicare payment information to cross-over automatically

Signature:	Date:
	ALL PATIENTS (REQUIRED):
rendered. I understand that I am financia family, as applicable, promptly upon presunless protested in writing within thirty withheld because of any insurance covera	dria Gastroenterology Associates will bill my insurance carrier for services lly responsible and agree to all charges for myself and for the members of my sentation thereof. Charges as shown by statements are agreed to be correct days of date of service. It is agreed that payments will not be delayed or ge of the pendency of claims thereon. In the event, legal action should become e. I agree to pay reasonable attorney fees and other such costs as determined
Signature:	Date:
CON	SENT TO OBTAIN EXTERNAL Rx HISTORY:
	whose signature appears below, authorize Alexandria Gastroenterology iew my external prescription history via the RxHub services. I understand that
·	unaffiliated medical providers and staff here, and it may include prescriptions
back in time for several years.	
Signature:	Date:
	ACKNOWLEDGEMENT OF HIPAA:
I	whose signature appears below, have the right to review the Notice of
Privacy Practices prior to signing this cons	ent. Cenla Family Medicine Associates, LLC, Central Louisiana Foot and Ankle
•	s of Cenla and Alexandria Gastroenterology Associates reserve the right to
•	any time. A revised notice of Privacy Practices may be obtained by forwarding a
written request to office manager, 1587 N	orth Bolton Ave., Suite 1100, Alexandria, La 71303.
Signature:	Date

HIPAA Release Form for Individuals Involved in Care of Patient:

I, give Dr. Hollier and Kimberly Sills, FNP-C permission to speak with the following people regarding my health status, including diagnosis, treatment options and plans and payments for health services that I receive from A. G. A.

[] NONE. My medical records are not to be released to anyone. This consent is valid until such time as I provide A. G. A. written revocation of it. Dr. Hollier and Kimberly Sills, FNP-C may speak with: Name: Relationship: Phone: _____ Name: Relationship: Phone: Name: ____ Relationship: Phone: _____ Name: ______ Relationship: Phone: _____ Name: ______ Relationship: Phone: ** This form is to be filed in the patient's medical record. ______ Date: _____ Name: ____ **Pharmacy Information Name of Pharmacy: Location: Rx ID:

Name				Date	
Complaint: (Symptom, Onse	t, Progressior	n)			
Please enter the approximat	e year of any	of the illnesses	you may have had and	d the treating phys	sician or medical fac
llness	Year	Dr/Hosp	Illness	Yea	r Dr/Hosp
Peptic Ulcers			Thyroid Problems		
Diverticulosis			Endocrine Disorder		
Crohn's			Cancer & type		
Colitis			Anemia		
Jicerative Colitis			Bleeding Tendency		
Hepatitis			Kidney Disease		
Pancreatitis			Kidney Stone		
iver Disease			Prostate Trouble		
lemorrhoids			Stroke		
ligh Blood Pressure			Arthritis		
leart Attack			Gout		
leart Murmur			Eye Disorder		
Other Heart Conditions			Venereal Disease		
oor Circulation			Herpes		
Bronchitis			Aids		
Asthma			Diabetes		
neumonia			Other		
uberculosis					
Please list approximate year	of any surge	ry you may hav	e had		
Appendectomy	, ,			Hysterectomy(n	part/comp)
Gallbladder		Stomach Surg	ery		5
Galibiaduei		Stomach Surg	ei y	Other surgeries	
Please list all medication you	ı are now tak	ing, including b	irth control pills and the	ose you buy witho	out a doctor's
orescription (i.e. aspirin, colo	d tablets, etc.) List name, dos	sage, times per day.		
·			5		
·			6		
5			7		
·			8.		
Please list any drug allergies					
1		3.		5.	
_·		1		6	

Please give the following family history:

	Age if Lin.	Agenta	Liver Dis	Peptic D:	Gallblad.	Irritable 5	Hyperto:	Heart Di	Stroke	Diabers	Cancere	Blood no	Lung _{Dis} ease	Tuberc.,	Kidnev n:	Mental p	Colon Box	Ver Die	cause of death/comment
Relative:	δŽ	Ϋ́	Ĺ	ď	Ğ	12	Ĩ	Ĭ	Sŧ	'Q	Ü	B/	77	7	Ż	2	ŭ	Ĺ	cause of death/comment
Father																			
Mother																			
Brother																			
Brother																			
Sister																			
Sister																			
Spouse																			
Child																			
Child																			

Please give a brief description of your job and daily activities (if retired, please state former occupation):
Have you had a recent tick, flea, mite, or any other pest or animal bite or scratch? If so, please describe:
Have you traveled out of country in the past two years? If so, please indicate where:
What are your hobbies?
Do you exercise?
How much coffee or tea do you usually drink?cups per day
Have you ever used "street drugs"? If so, please describe below:

INSTR	UCTIO	<u>N</u> : F	Please check "yes" or "no".
		1)	Do you have any difficulty swallowing or do you get food lodged in your throat? (If you
Yes□	No□		answered YES, please complete the following. If you answered NO, please go to number
			2.)
Yes□	No□	a.	Does <u>food lodge</u> in the back of your mouth?
Yes□	No□	b.	Do liquids pass up your nose?
Yes□	No□	C.	Do solids (meat) get stuck in your throat (esophagus) and requires vomiting to release?
Yes□	No□	d.	Do you have frequent heartburn? (one episode nearly every day)
		e.	How long have your symptoms existed?
		f.	How frequently do your symptoms occur? (daily, weekly, monthly, other)
Yes□	No□	g.	Do your symptoms occur equally with <u>liquids</u> as well as with solids?
Yes□	No□	2)	Do you have any problems with <u>liver disease</u> or recent hepatitis? (If you answered YES,
resu	INO		please complete the following. If you answered NO, please go to number 3.)
		a.	When were you first noted to have the problem?
Yes□	No□	b.	Have you ever had Hepatitis A ?
Yes□	No□	c.	Have you ever had Hepatitis B ?
Yes□	No□	d.	Have you ever had Hepatitis C ?
Yes□	No□	e.	Have you ever had the hepatitis vaccine?
Yes□	No□	f.	Have you ever received blood products? When
Yes□	No□	g.	Do you eat <u>raw shellfish</u> ?
Yes□	No□	h.	In the past 5 years, have you had more than one sexual partner?
Yes□	No□	i.	Have you had any problems with gallbladder disease?
Yes□	No□	j.	Do you have any <u>family members</u> with liver disease?
Yes□	No□	3)	Are you experiencing rectal bleeding? (If you answered YES, please complete the
103	IVO		following. If you answered NO, please go to number 4.)
Yes□	No□	a.	Is the blood <u>black</u> or your stools loose?
Yes□	No□	b.	
		C.	How much blood with each movement? (Circle one) (less than a tablespoon, a
			tablespoon,1/2 cup, more than 1 cup)
Yes□	No□	d.	•
Yes□	No□	e.	
Yes□	No□	f.	Have you ever been found with <u>colon polyps</u> or <u>colon cancer</u> ?
Yes□	No□	4)	Are you experiencing abdominal pain? (If you answered YES, please complete the
			following. If you answered NO, please go to number 5.)
Yes□	No□	a.	Is the pain located in your upper abdomen under your breastbone ?

Do you have any radiation of your pain to your **back**?

Is your pain a dull, persistent pressure, or burning discomfort? (Circle one).

Yes□ No□ b.

c.

NAME______DATE_____

Yes□	No□	d.	Are you experiencing a lot of <u>heartburn</u> ?
Yes□	No□	e.	Is your pain a sharp pain lasting for several hours and relieved only to return again
1030	1100		either later that day or the next day?
Yes□	No□	f.	Is your pain exaggerated <u>(worse) after eating</u> ?
Yes□	No□	g.	Are you experiencing nausea with vomiting ?
		h.	Are there factors which relieve your pain? circle write (antacids, medication ,etc.)
Yes□	No□	i.	Is the pain located in your <u>lower abdomen</u> ?
Yes□	No□	j.	Is your pain worse prior to defecation and or relieved after a bowel movement?
		5)	Are you experiencing any changes in your bowel habits ? (constipation or diarrhea). (If
Yes□	No□		you answered YES, please complete the following. If you answered NO, please go to number 6.)
Yes□	No□	a.	Are you having loose, <u>watery stools</u> ?
		b.	How long have you had diarrhea?
		c.	How many diarrhea movements per day do you have?
Yes□	No□	d.	Is the <u>amount</u> of diarrhea related to how much you eat? (i.e., <u>fasting</u> will stop your diarrhea)
Yes□	No□	e.	Is your diarrhea stool more foul smelling than before?
Yes□	No□	f.	Does your diarrhea stool always float in the toilet and is hard to flush?
Yes□	No□	g.	Have you noticed a frequent film of oil in the toilet after movements?
Yes□	No□	h.	Is your diarrhea intermittent with period of normal stools?
Yes□	No□	i.	Does your diarrhea <u>alternate</u> with constipation? (i.e., hard stools followed with diarrhea).
Yes□	No□	j.	Are you having difficulty with hard stools?
Yes□	No□	k.	Are your stools small and <u>pellet-like</u> ?
Yes□	No□	l.	Do you drink plenty of water (i.e., greater than 6 glasses per day.)
		m.	Are you using <u>fiber supplements</u> ? Name
		n.	Do you use <u>laxatives</u> like Ex-Lax? Name
Yes□	No□	6)	Have you ever had an UGI series? (Date)
Yes□	No□	7)	Have you ever had a gastroscopy? (Date)
Yes□	No□	8)	Have you ever had a barium enema? (Date)
Yes□	No□	9)	Have you ever had a colonoscopy? (Date)
Yes□	No□	10)	Have you ever had an ultrasound or CT scan? (Date)

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wt. loss	Yes□	No□	11)	Has your weight changed in the past 3 months?			
fever	Yes□	No□	12)	Are you having night sweets or shills?			
chills, sweats adenopathy	Yes□ Yes□	No□ No□	13) 14)	Are you having night sweats or chills? Do you have any enlarged glands?			
fatigue	Yes□	No□	14) 15)	Do you feel tired or weak?			
headaches	Yes□	No□	16)	Do you have frequent headaches?			
blurry vision	Yes□	No□	10) 17)	Do you have trouble with your eyes? (Blurriness, spots, irritation)			
glasses	Yes□	No□	18)	Do you wear glasses or contacts?			
tinnitus	Yes□	No□	19)	Do you have trouble with your ears? (Deafness, ringing, discharge)			
motion sickness	Yes□	No□	20)	Do you have any motion sickness or dizziness?			
epistaxis	Yes□	No□	21)	Do you have nose bleeds?			
hoarseness	Yes□	No□	22)	Are you experiencing <u>hoarseness</u> ?			
colds	Yes□	No□	23)	Do you have head colds or runny nose?			
URI	Yes□	No□	24)	Do you have any allergies?			
oral prob.	Yes□	No□	25)	Do you have any problems with your teeth, gums, mouth or tongue?			
Dentures	Yes□	No□	26)	Do you wear dentures ?			
Olfactory			-	Have you noticed any change in smell/taste?			
HTN	Yes□	No□	27)				
chest pain	Yes□	No□	28)	Do you have high blood pressure?			
leg cramps	Yes□	No□	29)	While exercising, do you have chest pain?			
palpitations	Yes□	No□	30)	Do you get <u>leg or thigh cramps</u> while walking?			
irreg. HB	Yes□	No□	31)	Do you feel your heart racing too fast?			
syncope	Yes□	No□	32)	Does your heart beat too slow or irregular?			
edema	Yes□	No□	33)	Have you felt <u>light-headed</u> or passed out?			
murmurs	Yes□	No□	34)	Do you have swelling of your ankles?			
venous insuf.	Yes□	No□	35)	Do you have any <u>heart murmurs</u> ?			
Reynaud's	Yes□	No□	36)	Do you have <u>varicose veins</u> or leg vein clots?			
PND	Yes□	No□	37)	Any blue color to fingers or toes?			
	Yes□	No□	38)	Do you use two pillows to rest better?			
	Yes□	No□	39)	Do you sit up at night to breathe easier?			
	Yes□	No□	40)	Do you have difficulty breathing with <u>light activities</u> ?			
cough	Yes□	No□	41)	Do you have early morning cough?			
	Yes□	No□	42)	Do you have a cough that persists all day?			
	Yes□	No□	43)	Are you coughing up sputum ?			
	Yes□	No□	44)	Are you coughing up <u>blood</u> ?			
bronchitis	Yes□	No□	45)	Do you have wheezing or bronchitis episodes?			
	Yes□	No□	46)	Have you ever had an EKG? (Date)			
	Yes□	No□	47)	Have you ever had a chest x-ray? (Date)			
	Yes□	No□	48)	Have you ever had a TB skin test? (Date)			
Dysuria	Yes□	No□	49)	Have you had a recent bladder or kidney problem?			
Frequency	Yes□	No□	50)	Are you having burning with urination?			
Nocturia	Yes□	No□	51)	Are you urinating more <u>frequently</u> ?			
Hesitancy	Yes□	No□	52)	Do you get up at night to urinate?			
Hematuria	Yes□	No□	53)	Is it hard to start your urine flow?			
	Yes□	No□	54)	Has your urine been bloody or dark-colored?			
	Yes□	No□	55)	Do you leak urine when laughing or coughing?			
UTI	Yes□	No□	56)	Have you been treated recently for <u>bladder infection</u> ?			
Stones	Yes□	No□	57)	Have you had kidney stones ?			
	Yes□	No□	58)	Have you had a recent urinalysis? (Date)			
-	1 03	1100	50)	nave you had a recent annalysis: (Date)			

FOR MALES ONLY (FEMALES GO TO #61)

	Yes□	No□	59)	Have you had recent prostate trouble?
	Yes□	No□	60)	Any sore or swelling of penis or testicles?
FOR FEMALES C	ONLY (MALE	ES GO TO #	‡ 70)	
	Yes□	No□	61)	What was your age at start of menstruation?
	Yes□	No□	62)	What was the date of last menstruation?
	Yes□	No□	63)	Are your cycles abnormal or irregular?
	Yes□	No□	64)	Is your menstruation <u>heavy</u> ?
	Yes□	No□	65)	Do you have any problems with discharge or infection?
	Yes□	No□	66)	Do you take birth control pills?
	Yes□	No□	67)	Do you take <u>hormones</u> ?
	Yes□	No□	68)	Do you have any breast lumps, discharges, pain, changes?
	Yes□	No□	69)	Have you had a <u>mammogram</u> ? (Date)
Temp.	Yes□	No□	70)	Do you always feel <u>warmer</u> than those around?
tolerance	Yes□	No□	71)	Do you always feel cooler than those around?
	Yes□	No□	72)	Do you have hot flashes?
Thyroid	Yes□	No□	73)	Have you ever had a goiter?
disease	Yes□	No□	74)	Have you had thyroid problems?
	Yes□	No□	75)	Do you have excessive thirst?
Anemia	Yes□	No□	76)	Have you ever been <u>anemic</u> ?
bleeding bruising	Yes□	No□	77)	Do you have any bleeding problems with deep cuts or after surgery?
blood	Yes□	No□	78)	Do you have any problems with bruising ?
transfusion	Yes□	No□	79)	Have you received any blood transfusions?
rheum.	Yes□	No□	80)	Do you have any <u>deformities</u> of back, arms, legs?
disease	Yes□	No□	81)	Have you had any back injuries?
back injury joint	Yes□	No□	82)	Do you have joint pain, swelling, or stiffness?
skin disease	Yes□	No□	83)	Do you have any skin or <u>rash</u> problems?
moles	Yes□	No□	84)	Do you have any moles that have changed in color or size?
	Yes□	No□	85)	Do you get cold sores or fever blisters?
CNS	Yes□	No□	86)	Have you had a stroke?
	Yes□	No□	87)	Does any part of your body get <u>numb</u> ?
	Yes□	No□	88)	Have you ever had <u>seizures</u> ?
	Yes□	No□	89)	Do you have a problem with coordination ?
mental	Yes□	No□	90)	Do you have unusual memory loss?
	Yes□	No□	91)	Do you feel <u>nervous</u> or anxious?
	Yes□	No□	92)	Do you feel <u>depressed</u> or sad?
	Yes□	No□	93)	Have you had any changes in sleep pattern?

TOBACCO UTILIZATION

□NEVER USED				
□FORMER USER	□<1 MONTH □6-12 MONTHS	□1-3 MO □1-5 YEARS	ONTHS □ □5-10 YEA	3-6 MONTHS RS □>10YRS
	□DAILY □SPORADICALLY		□READY TO QUIT □ NOT QUITTING	
□CURRENT USER	FIRST SMOKE IS	MINUTES UP	ON AWAKENING.	
	SMOKES PER DAY:	□<5	□6-10	□11-20
	SIVIONES PER DAY:	□21-30	□≥31	

ALCOHOL CONSUMPTION

□NONE		□1-2 DAYS PER MONTH	
□1-2 DAYS PER W	EEK	□MOST DAYS	
		AVERAGE DAILY AMOUNT?	
□ 1-2 DRINKS	□3-4 DRINKS	□5 -6 DRINKS	□≥6 DRINKS