

Deborah Pyne, D.O.

Patient Information

Adult Intake Forms (18+ years)

2305 Coit Road, Suite C
Plano, Texas 75075

(972) 733-1955

fax (972) 733-1990

drdebpyne.com

info@drdebpyne.com

Policy Statement

Our goal is to be partners in your healthcare. This requires both partners putting energy into the relationship. Our office is set up to facilitate you being in charge of your own health. Our office policies are designed with this in mind.

APPOINTMENTS

We provide Osteopathic Manipulation, Preventive and Wellness Services. We do not provide primary care or treat episodic or acute illnesses. Because of the nature of our practice, we are unable to book appointments on an urgent or emergency basis and are not available for medical care outside of regular office hours. If you do not have a primary care provider for urgent and emergency care, on request, we will provide you with a list of facilities that can be accessed for urgent and emergency medical care.

We encourage patients to arrive at least 5 minutes prior to your scheduled appointment. By being on time, you receive the full appointment time and the attention you deserve. We respect your time and try very hard to stay on schedule.

Create a space for your healing to begin. To facilitate this, bring your attention, bring your intention and have a plan of what you would like to accomplish.

We ask that cell phones are turned off while you are in the exam room so that we will not be distracted from the important partnership we are creating.

CONFIRMATION AND CANCELLATION OF APPOINTMENTS

We do not provide telephone appointment reminders. Courtesy email reminders are sent if you have an email on file. As email delivery cannot be guaranteed, it is your responsibility to keep the scheduled appointment or reschedule.

If you must cancel your appointment, please give 24 business hours. This means that if your appointment is on a Monday, you must cancel by the Thursday before. An office visit fee is charged if an appointment is not changed or cancelled in a timely fashion. **We will not reschedule new patients who are unable to abide by this policy.**

COMMUNICABLE DISEASES POLICY

For the safety of other patients and our staff, we ask that anyone with potentially contagious illnesses cancel their appointment until they are well again. Normal cancellations fees do not apply. Here are some ways to determine if you are contagious:

- **Fever** is defined as having a temperature of 100°F or higher. We recommend that you be fever-free, without the aid of a fever-reducing substance, for a minimum of 24 hours.
- **Fever AND** sore throat, persistent cough, rash, diarrhea, earache, irritability, or confusion. Any of these symptoms accompanied by a fever are cause for concern.
- **Vomiting** 2 or more times within a 24-hour period.
- **Swollen glands** on the sides of the neck, below the ears or sides of the face.

- **Diagnosis** of a communicable disease. Specific diseases include, but are not limited to: Flu, Strep Throat, Mumps, Whooping Cough, Lice, Common Cold, Bronchitis, Measles, Chicken Pox, Scabies, Coronavirus

INSURANCE

We do not work for, or participate with any private insurance or managed care companies. You will be provided the appropriate forms and coding so you can file a claim with your insurance company. Insurance policies differ, and it is not possible to determine which medical services will be covered by your policy.

We are not accepting new Medicare part B patients and are unable to offer services to patients who participate in Medicare part B on a cash basis.

PAYMENT OPTIONS

Payment is due on the day of service, unless previous arrangements have been made. For your convenience, cash, Visa, MasterCard, Discover, AMEX or personal checks are accepted.

PHONE CALLS & MESSAGES

Our office hours are Monday to Thursday, 10:00 am to 6:00 pm. We are closed for lunch from 1:00 pm to 2:00 pm. If you call after hours, we will return your call on the next business day. If you have a medical emergency, call 911 or go directly to the nearest emergency room. When leaving a message, please include the following information:

- Full name
- Reason for call
- Best time to be called back
- Phone number(s)
- Email address (if desired)

PRESCRIPTION REFILL REQUESTS

It may take up to 72 hours to process a prescription refill request. Please plan ahead to avoid any interruptions in your medications. Prescription refills can be faxed to our office by your pharmacy. Our fax number is 972-733-1990.

Your signature below indicates that you have read, understand and agree to the policies of Deborah Pyne, D.O. If you have any questions, please make sure they have been answered satisfactorily before you sign.

Signature

Name

Date

Notice of Privacy Practices

This Notice of Privacy Practices is being provided to you as a requirement of the Health Insurance Portability and Accountability Act (HIPAA). This Notice describes how we may use and disclose your protected health information to carry out treatment, payment or health care 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 in some cases. Your "protected health information" means any of your written and oral health information, including demographic data that can be used to identify you.

Uses and Disclosures of Protected Health Information

Treatment. Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

Law enforcement. Your health information may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

Operations. We may use or disclose your protected health information as necessary, for our own health care operations in order to facilitate the function of the provider and to provide quality of care to all patients. Health care operations include, but are not limited to: Quality assessment and improvement; Training programs including those in which students, trainees, or practitioners in health care learn under supervision; Review and auditing, including compliance reviews, medical reviews, legal services.

Payment. Your protected health information will be used, as needed, to obtain payment for services that we provide.

Public health reporting. Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state's public health department.

In the event of a serious threat to health or safety. We may, consistent with applicable law and ethical standards of conduct, use or disclose your protected health information to facilitate specified government functions relating to military and veterans activities, national security and intelligence activities, medical suitability determinations, correctional institutions, and law enforcement custodial situations.

Additional uses of information. Appointment reminders. Your health information will be used by our staff to send you appointment reminders. You may be called for your appointment by your first name while waiting for an appointment.

Individual rights. You have certain rights under the federal privacy standards. These include:

- the right to request restrictions on the use and disclosure of your protected health information
- the right to receive confidential communications concerning your medical condition and treatment
- the right to inspect and copy your protected health information
- the right to amend or submit corrections to your protected health information
- the right to receive an accounting of to whom your protected health information has been disclosed
- the right to receive a printed copy of this notice

Other uses and disclosures require your authorization. Disclosure of your health information or its use for purposes other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization. If protected information needs to be discussed with someone other than the patient or responsible party, we need to have you fill out a form naming who is allowed this privilege.

Office of Deborah E. Pyne, D.O. duties. We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We also are required to abide by the privacy policies and practices that are outlined in this notice.

Right to revise privacy practices. As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

Requests to inspect protected health information. You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting Deborah E. Pyne, D.O. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Contact. If you would like to request access to your records, submit a comment or complaint about our privacy practices, you can do so by sending a letter to:

Deborah E. Pyne, D.O.
2305 Coit Road, Suite C
Plano, Texas 75075

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address. You will not be penalized or otherwise retaliated against for filing a complaint.

Effective date. This notice is effective on or after April 15, 2003

I have been informed of my rights to protected health information.

Name

Signature

Date

Electronic Communications Informed Consent

Deborah Pyne, D.O. provides patients the opportunity to communicate with her and her administrative staff using various electronic communication methods, including but not limited to, email, website contact forms, and personal electronic health record (EHR) portals. Transmitting health information using electronic communication methods, however, has a number of risks, both general and specific, that should be considered. Use of electronic communication relies a number of technical factors, many of which are outside the control of the sender or the recipient.

1. General risks include:

- Most electronic communication forms are instant in nature.
- Electronic communications can be transmitted anywhere around the world. They may be received and/or forwarded by many intended and unintended recipients without the original senders permission or knowledge.
- Senders can easily misaddress an electronic communication.
- Electronic communications are easier to falsify than handwritten or signed documents.
- Copies of electronic communication may exist on sender or recipients devices, in their back-up data or on their service providers servers even after the sender or the recipient has deleted their original copy.
- Electronic communication relies on a network of technology all working properly in order for a message to be sent and received.

2. Specific risks include:

- Electronic communications containing diagnosis and/or treatment information must be included in patients protected personal health information. All individuals who have access to this protected personal health information will have access to these messages.
- Patients who send or receive messages from their place of employment risk having their employer read their messages.
- Patients who send or receive messages from a device on an unsecured network (e.g. free wifi) risk having their messages read by unknown persons.

3. We will use reasonable means to protect the security and confidentiality of all electronic communication. Because of the risks outlined above, we cannot, however, guarantee the security and confidentiality of all electronic communication. Steps taken by our office to mitigate these risks include:

- All electronic communications from our office are made using a secured network.
- All technology service providers are properly vetted to ensure quality, security and reliability.
- All office electronic devices and patient related softwares are password protected, including all internet or "cloud" based accounts. All passwords are recorded securely and are not accessible by anyone other than Deborah Pyne, D.O. and her administrative staff.
- All electronic communications which concern diagnosis and/or treatment will be made a part of a patients protected personal health information and will be treated with the same degree of confidentiality as afforded other portions their health record.

- We will never provide patient contact information to a third party that is not authorized to participate in a patients care.
4. Patients must consent to the use of electronic communications after having been informed of the above risks. Consent to the use of electronic communications includes agreement with the following conditions:
- a. All messages to or from patients concerning diagnosis and/or treatment will be made a part of their protected personal health information. As a part of that protected personal health information, any authorization to release medical records will include these communications.
 - b. Deborah Pyne, D.O. will endeavor to read messages promptly but can provide no assurance of the receipt of any electronic communications. Therefore, electronic communication must not be used for urgent matters.
 - c. Because some medical information is so sensitive that unauthorized disclosure can be very damaging, electronic communications should not be used for concerning diagnosis and/or treatment of AIDS/ HIV infection; other sexually transmissible or communicable diseases, such as syphilis, gonorrhea, herpes, and the like; behavioral health, mental health or developmental disability; or alcohol and drug abuse.
 - d. Because of the more public nature of these media, electronic communications concerning diagnosis and/or treatment is not permitted using social media, instant message, or text message (SMS). Patients may receive appointment reminders, event invitation and other general communications via these media as long as no diagnosis and/or treatment information is contained therein.
 - e. Deborah Pyne, D.O. cannot guarantee that electronic communications will be private. However, we will take reasonable steps to protect the confidentiality of these messages. Deborah Pyne, D.O. is not liable for improper disclosure of confidential information not caused by its employees' gross negligence or wanton misconduct.
 - f. It is the responsibility of the patient to protect their password or other means of access to messages sent or received from Deborah Pyne, D.O. to protect confidentiality. Deborah Pyne, D.O. is not liable for breaches of confidentiality caused by the patient.

Any further use of electronic communications initiated by the patient that discusses diagnosis and/or treatment constitutes informed consent to the foregoing.

I understand that my consent to the use of electronic communications may be withdrawn at any time by written request to Deborah Pyne, D.O.

I have read this form carefully and understand the risks and responsibilities associated with the use of electronic communications. I agree to assume all risks associated with it.

Name

Signature

Date

Medicare Policy

Deborah Pyne, D.O. does not work for, or participate with any private insurance or managed care companies. We, however, have chosen not to opt out of government-provided Medicare insurance. This is a courtesy for our existing patients as they age into Medicare coverage.

- **Medicare Status**

Please check all that apply:

- I have been treated by Dr. Pyne in the last 3 years.
- I am over the age of 65.
- I am an American citizen.
- I am currently working full time.
- I currently get Medicare insurance directly through Medicare (Medicare Part B).
- I currently get Medicare insurance through a private insurance company (Medicare Advantage).
- I currently get additional coverage from a secondary private insurance company (Medigap).
- I currently get non-Medicare insurance through my/a family members place of work.
- I am currently un-insured

- **Existing Patients** If you are over the age of 65 and have been treated by Dr. Pyne in the last 3 years, you may be eligible to use your Medicare insurance in our office.
- **New Patients** Due to the nature of our practice, Dr. Pyne does not have the staff to maintain a large number of Medicare patients. We, therefore, do not accept new Medicare part B patients. We are unable to offer services to patients who participate in Medicare part B on a cash basis.

Name

Date of Birth

Signature

Date

General Information

Last Name:		First:		Middle:		Preferred Name:	
Birth Date:		Age:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other		Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Dr. <input type="checkbox"/> _____	
Address:				Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Other			
City:		Zip Code:		Mobile Phone: ✓ if we may leave messages on this line <input type="checkbox"/>			
Occupation:		Employer:		Home Phone: ✓ if we may leave messages on this line <input type="checkbox"/>			
How did you hear about our office?				Work Phone: ✓ if we may leave messages on this line <input type="checkbox"/>			
Pharmacy:		Phone:		Email Address: ✓ if you have read the informed consent <input type="checkbox"/>			
Emergency Contact:		Relationship:		Phone: ✓ to allow us to discuss/release medical information to this person <input type="checkbox"/>			
Primary Care Physician:		Address:		Phone: ✓ to allow us to discuss/release medical information to this person <input type="checkbox"/>			
Other Contact:		Relationship:		Phone: ✓ to allow us to discuss/release medical information to this person <input type="checkbox"/>			

Name

Signature

Date

List all family members' significant health problems. Include age the problem first occurred:

Mother:

Father:

Sibling:

Sibling:

List past surgeries and hospitalizations:

Incident:

Date:

Reason:

Comments:

List injuries or physical trauma you have experienced that may be related to pain:

Injury/Trauma:

Date:

Comments:

Have you undergone any of the following diagnostic studies? Include the date:

Colonoscopy _____ Endoscopy _____ Bone Density Scan _____

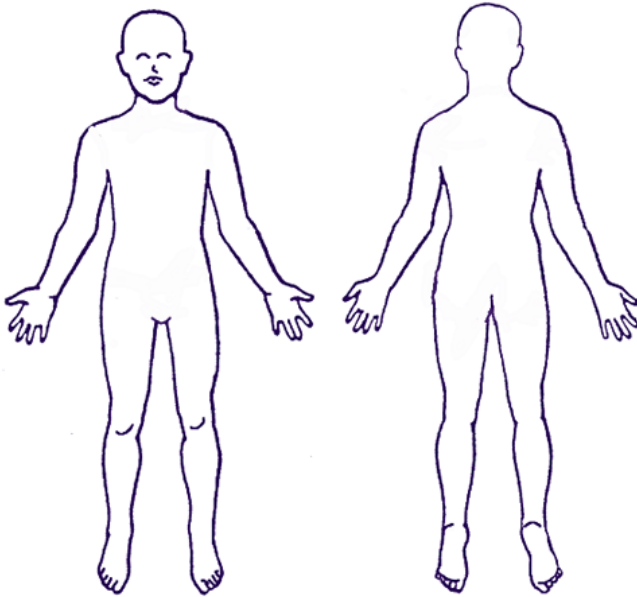
Stress Test _____ EKG _____ Chest X-Ray _____

CT Scan _____ Part of Body: _____ X-Ray _____ Part of Body: _____

Ultrasound _____ Part of Body: _____ MRI _____ Part of Body: _____

Mark specific areas of pain with the following ratings:

1 - mild 2 - moderate 3 - severe



Do you experience numbness or tingling? Yes No

Where?

Do you experience any of the following?

- Joint Pain Joint Stiffness Joint Soreness
 Joint Redness Joint Heat Joint Swelling

Where?

Do you have any specific joint limitations? Yes No

Where?

Do you experience morning stiffness? Yes No

Lasts for _____ hour(s)

Do you have any lack of flexibility? Yes No

Where?

List any specific activities that cause you pain:

List any treatments you have tried and their outcome:

How do you FEEL about the following areas of your life?

Significant Other: Great Good Fair Poor Bad Comments: _____

Family: Great Good Fair Poor Bad Comments: _____

Diet: Great Good Fair Poor Bad Comments: _____

Self: Great Good Fair Poor Bad Comments: _____

Sex: Great Good Fair Poor Bad Comments: _____

Work: Great Good Fair Poor Bad Comments: _____

Exercise: Great Good Fair Poor Bad Comments: _____

Spirituality Great Good Fair Poor Bad Comments: _____

Please rate your daily energy levels:

- Very High High Moderate Low None

How many hours do you sleep at night?

Please rate your energy levels after exercise:

- Very High High Moderate Low None

Do you fall asleep within 15 minutes?

Please rate your stress levels:

- Very High High Moderate Low None

Do you sleep through the night?

Do you feel worse at certain times of year?

- Spring Summer Fall Winter

Do you wake feeling rested?

What are your hobbies and leisure activities?		What kind of exercises do you do? <input type="checkbox"/> Jogging/Walking <input type="checkbox"/> Weight Training <input type="checkbox"/> Golf <input type="checkbox"/> Cardio Machines <input type="checkbox"/> Aerobics <input type="checkbox"/> Pilates <input type="checkbox"/> Tennis <input type="checkbox"/> Yoga <input type="checkbox"/> Other: _____	
Do you exercise regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many times a week? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+	Over the past 6 months, have you felt down, depressed or hopeless for more than 2 weeks at a time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you drink caffeine?: <input type="checkbox"/> Yes <input type="checkbox"/> No # of cups per day: _____		Over the past 6 months, have you felt little interest doing things for more than 2 weeks at a time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you drink alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No # of drinks per week _____		Do/did you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No # of years _____ #Packs _____ Year quit _____	
Do you experience any symptoms immediately after eating certain foods, such as belching, bloating, sneezing, or hives?			
Do you experience any delayed symptoms after eating, certain foods (24 hours+) such as fatigue, muscle aches, or sinus congestion?			
Do you feel worse after eating or drinking any of the following? <input type="checkbox"/> High Fat Foods <input type="checkbox"/> High Protein Foods <input type="checkbox"/> Carbohydrates <input type="checkbox"/> Sugar/Junk Foods <input type="checkbox"/> Alcohol			
Do you ever experience gas? <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Rarely		Are you on a special diet?	
How often do you typically have a bowel movement? <input type="checkbox"/> More than 3 times a day <input type="checkbox"/> 1-3 times a day <input type="checkbox"/> 4-6 times a week <input type="checkbox"/> 2-3 times a week <input type="checkbox"/> 1 or less times a week			
How would you describe your bowel movements? <input type="checkbox"/> Soft and well formed <input type="checkbox"/> Often floats <input type="checkbox"/> Difficult to pass <input type="checkbox"/> Diarrhea <input type="checkbox"/> Thin, long and narrow <input type="checkbox"/> Small and hard <input type="checkbox"/> Loose but not watery <input type="checkbox"/> Alternating loose/hard <input type="checkbox"/> Greasy or shiny <input type="checkbox"/> Brown <input type="checkbox"/> Yellow or light brown <input type="checkbox"/> Color Varies <input type="checkbox"/> Dark or black <input type="checkbox"/> Greenish			
How often have you taken antibiotics?: Childhood: <input type="checkbox"/> less than 5 times <input type="checkbox"/> more than 5 times Adulthood: <input type="checkbox"/> Less than 5 times <input type="checkbox"/> more than 5 times		How often have you taken oral steroids?: Childhood: <input type="checkbox"/> less than 5 times <input type="checkbox"/> more than 5 times Adulthood: <input type="checkbox"/> Less than 5 times <input type="checkbox"/> more than 5 times	
Have you noticed any of the following changes to your hair? <input type="checkbox"/> Dryness <input type="checkbox"/> Brittle <input type="checkbox"/> Change in texture <input type="checkbox"/> Thinning <input type="checkbox"/> Hair loss <input type="checkbox"/> Other _____			
Have you noticed any of the following changes to your skin? <input type="checkbox"/> Dryness <input type="checkbox"/> Redness <input type="checkbox"/> Rash <input type="checkbox"/> Oily <input type="checkbox"/> Acne/Breakouts <input type="checkbox"/> Other _____			
Women Only			
Last OB/GYN exam:	Last mammogram:	Last menstrual period:	Age of first menstrual period:
Length of menstrual periods:	Do you experience any of the following during your cycle? <input type="checkbox"/> Heavy Flow <input type="checkbox"/> Irregularity <input type="checkbox"/> Spotting <input type="checkbox"/> Pain <input type="checkbox"/> Discharge		
Number of pregnancies:	Number of live births:	Method of birth control:	
Men Only			
Last prostate exam:		Method of birth control:	