



**Seaview Orthopaedic
& Medical Associates**

Seaview Pavilion
1200 Eagle Avenue
Ocean, NJ 07712
Ph: 732-660-6200

Clearbrook Commons
294 Applegarth Rd, Suite C
Monroe, NJ 08831
Ph: 609-495-1888

Brick Medical Arts Building
1640 Route 88 West, Suite 101
Brick, NJ 08724
Ph: 732-458-7866

Atlantic Commons
500 Barnegat Blvd N, Bldg 200
Barnegat, NJ 08005
Ph: 609-488-3988

Patriot's Park
222 Schanck Road, Suite 300
Freehold, NJ 07728
Ph: 732-462-1700

Central Fax: 732-660-6201
Website: www.seaviewortho.com

Patient Medical History Questionnaire

Patient Name: _____ Date of Birth: _____ Age: ____ Sex: ____

Name of Referring Doctor: _____ Name of Family Doctor: _____

Reason for today's visit: _____

How long have you had this problem? (Days, weeks, months, etc.) _____

What makes it better or worse? (Include any prior medical treatments, i.e. medications, physical therapy injections, etc.) _____

Rate the pain 0 (no pain) – 10 (worst imaginable pain) _____

List all current medications and dosages:

Medication	Dose	Medication	Dose

Have you had a **flu shot** this year? Yes No If so, when _____

Ethnicity: _____ Race: _____ Primary Language: _____

Education Level: Graduate Level College Some College HS Diploma Other

Occupation: _____

Sports Participation: Yes No

If yes, which sports? Golf Tennis Football Soccer Baseball Basketball Run

List any other sports that you play: _____

Patient Signature: _____ Date: _____

Reviewed by Physician: _____ Date: _____

Seaview Orthopaedic and Medical Associates Notice of Privacy Practices

This notice describes how medical information (Protected Health Information or “PHI”) about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Our Uses and Disclosures

We typically use or share your health information in the following ways.

Treat you

We can use your health information and share it with other professionals who are treating you.

Example: During the course of your treatment, the physician determines that he/she will need to consult with your primary care physician. The physician will share information with that physician and obtain the physician’s input.

Health Information Exchange – We, along with other New Jersey health care providers, participate in Jersey Health Connect, a health information exchange (HIE) which allows patient information to be shared electronically through a secured network that is accessible to the providers treating you. We may disclose your PHI to Jersey Health Connect HIE, unless you opt out of participating in the HIE.

Run our organization (our health care operations)

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: We use health information about you to manage your treatment and services.

Bill for your services

We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurer so it will pay for your services.

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone’s health or safety

Do research - We can use or share your information for health research.

Comply with the law - We will share information about you if state or federal laws require it, for example, with the U.S. Dept of Health and Human Services if it wants to see that we’re complying with federal privacy law.

Respond to organ and tissue donation requests - We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director - We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests - We can use or share health information about you, in accordance with applicable law:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Occupational Health - We may disclose your Protected Health Information to your employer in accordance with applicable law, if We are retained to conduct evaluation relating to medical surveillance of your workplace or to evaluate whether you have a work-related illness or injury. You will be notified of these disclosures by your employer or as required by applicable law.

Respond to lawsuits and legal actions - We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will notify you promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy.
- We will not use or share your information other than as described here unless you authorize us in writing. You can revoke your authorization at any time, for future uses and disclosures of your information. Let us know in writing if you want to revoke an authorization.

Your Rights

When it comes to your health information, you have certain rights. The health and billing records we maintain are the physical property of our office but the information in those records belongs to you, unless limited by applicable law. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to inspect or get an electronic or paper copy of your medical record. Ask us how to do this (including through our patient portal).
- We will provide a copy of your medical record within 30 days of your request. We will charge a reasonable, cost-based fee as allowed by law, which you will be advised of in advance.

Ask us to amend your medical record

- You can ask us to amend health information about you that you think is incorrect or incomplete.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home rather than office phone) or to send mail to a different address.
- We will say "yes" to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information (for the purpose of payment or our operations) with your health insurer. We will say "yes" unless a law requires us to share that information.

Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why, except for certain disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Alcohol or substance abuse treatment information
- Confidential HIV-related information
- Genetic information
- Mental Health/Psychotherapy notes

We may contact you for fundraising efforts, but you can tell us not to contact you again.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting our Privacy Officer at 1200 Eagle Avenue, Ocean, NJ 07712 or at (732) 660-6200. You can file a complaint with the U.S. Dept of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice - We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Notice revised and effective: March 05, 2018

Seaview Orthopaedic and Medical Associates

Notice of Privacy Practices Acknowledgement

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (“HIPPA”), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I have received, read and understand your *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its *Notice of Privacy practices* from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the *Notice of Private Practices*.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

Signature: _____ Date: _____

This acknowledgement was signed by: _____

Printed Name – Patient or Representative: _____

Relationship to Patient (if other than patient): _____

□ □ □ □ □ □ □ □ □ □ □ □ □ □

I attempted to obtain the patients signature in acknowledgement on this Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below.

Date:	Reason:
Employee Name:	Employee Signature:

Seaview Orthopaedic and Medical Associates

Opioid Medication Agreement

Please read through each statement carefully and sign the last page of this packet. By signing this packet you are agreeing with all terms listed. Should you be prescribed an opioid medication you would be expected to follow all rules listed.

- I understand that my provider may recommend opioid medication to treat my pain.
- I understand that this medication may be prescribed if the provider believes it is needed to treat moderate to severe pain after other treatments are unsuccessful.
- I understand that many medications can have interactions with opioids and may increase or decrease their effect.
- I understand that I must regularly update my current medication list with my provider.
- I will tell my provider the truth about my complete personal drug and/or alcohol history as well as the complete drug and/or alcohol history of my family.
- I understand that the start of an opioid medication is a test. Continuation of this medication is based on evidence of benefit, side effects, and compliance of this medication.
- I have received the opioid information packet informing me of certain risks associated with opioid medication as well as the proper methods of disposal for opioid medications.
- I understand that if I suspect that I may be pregnant, or plan on becoming pregnant, I will notify my provider immediately.
- I understand that there are many non-opioid medications and alternative treatments that do not involve the use of opioids. Having been informed of these non-opioid medications and alternative treatments, I freely consent to the use of opioid medications.
- I understand that I will take my medications only as prescribed and I will not change the amount or dosage frequency without approval from my provider.
- I understand that unauthorized changes to my medications may result in my medications running out early. Early refills may not be allowed.
- I understand that I am responsible for my medication and it may not be replaced if it is lost, damaged, or stolen.
- I understand that if I do not stop my medications correctly, I may have withdrawal reactions that may include stomach pain, nausea, vomiting, sweating, anxiety, and general discomfort.

- I understand that I will obtain all opioid prescriptions from my provider or, during his or her absence, by the covering provider.
- I understand that I must keep (and be on time for) all of my scheduled appointments with my provider.
- I understand that requests for medication refills must be made Monday through Friday from 8am – 4pm, two working days ahead of when my prescription runs out.
- I understand that my provider may request to assess my response to my medication prior to giving a refill.
- I will obtain all controlled schedule medications from one pharmacy. I will notify my provider any changes to my current pharmacy.
- I hereby permit my provider to discuss all diagnostic and treatment details of my condition with all of my other providers and the pharmacists at the dispensing pharmacy.
- I understand that my provider will have access to and frequently check my controlled medication prescription history.
- I understand that I may have to submit random pill counts as well as urine and/or blood drug tests as requested by my provider to monitor my treatment. If I refuse or skip my appointment for drug testing, I understand that my treatment may be stopped.
- I will not share, sell, or otherwise permit others to have access to my medication.
- I will not consume alcohol while taking opioid medications.
- I will not use illegal drugs such as heroin, cocaine, marijuana, or amphetamines. I understand that if I do my treatment may be stopped.
- I will treat the staff respectfully at all times. I understand that if I am disrespectful to staff or disrupt the care of other patients my treatment may be stopped.
- Upon completion of opioid medication I will give my left over medication to the police station or any prescription drug drop box. (for a list of medicine drop box locations please ask the front desk)
- I understand that if I, at any time, do not follow the rules of this contract or I am found to be untruthful about my drug, alcohol, medical, or prescription history, it could result in the discontinuation of further treatments, discharge from practice, and/or a prompt referral for assessment of addiction or chemical dependency.

We here at Seaview Orthopedics and Medical Associates are committed to work with you in your efforts to get better. To aid in you in this work, we agree that:

- We will help you schedule regular appointments for medicine refills. If we have to cancel or change your appointments for any reason, we will make sure you have enough medication to last until your next appointment.
- We will make sure this treatment is as safe as possible. We will check regularly to make sure you are not having bad side effects.
- We will keep track of your prescriptions and test for drug use every so often to help you feel like you are being monitored well.
- We will help connect you with other forms of treatment to help you with your condition.
- We will help set up treatment goals and monitor your progress in reaching those goals.
- We will work with any other doctors or providers you are seeing so that they can treat you safely and effectively.
- We will work with your medical insurance providers to make sure you do not go without medicine because of paperwork or other things they may ask for.
- If you become addicted to these medications, we will help you get treatment so you can get off the medications safely.

I have read and understand the terms and conditions in the Opioid Medication Agreement. I have had the opportunity to ask questions. I agree to fill my prescriptions with only one pharmacy. If I need to change pharmacies, I will notify my physician about the change. I understand each of the statements written in the Opioid Medications Agreement and by signing, give my consent for treatment of my pain condition with opioid medications.

Pharmacy name and Address: _____

Phone number: _____ Fax number: _____

Patient signature

Printed name

Date

Provider signature

Printed name

Date

Seaview Orthopaedic and Medical Associates
Financial Policy and Patient Agreement

We understand that choosing a health care provider is an important decision and we appreciate you choosing Seaview Orthopaedic & Medical Associates. We are happy to explain our services, our financial policies, and the fees for our services, or the basis for determining the fees to be charged, and answer any questions you may have. We will provide a list of our current fees for standard services, upon request.

We do not charge a fee for preparing an insurance claim form on your behalf. We will charge a missed appointment fee if you fail to notify us at least twenty-four (24) hours in advance of your scheduled appointment.

We also know that insurance plans and payments are increasingly complex for our patients. We want you to understand your benefits and the financial arrangements for paying for the cost of your care. We will provide you a list of health insurers with which we are in-network, including Medicare. We do accept out-of-network benefits for all other insurance plans. These out-of-network benefits are different than if you received services from an in-network provider. Your insurance plan may require multiple copays, higher deductibles, and coinsurance. Coverage will depend on the type of plan you have chosen. The amount, or estimated amount, that we will bill you for our services is available to you upon request and will be explained to you prior to providing services.

Financial Responsibility

As used below, "you" and "your" mean the patient/person financially responsible for payment for the patient's care.

Although you are responsible for the entire bill when the services are rendered, it is our policy to bill your insurance carrier or other provider of medical benefits as a courtesy to you. While we will make a good faith attempt to verify your benefits prior to the first appointment, this is no guarantee that our services will be completely covered. You are responsible for understanding the details of your health insurance coverage, as well as fulfilling any requirements for coverage, such as pre-authorizations. Required co-payments and estimated co-insurances are to be made as services are rendered. Arrangements are to be made for payment of all amounts not covered by your medical benefits or estimated co-insurances as soon as those amounts are known.

If any payments of medical benefits are made directly to you for services rendered by Seaview Orthopaedic, you must remit such payment directly to Seaview Orthopaedic within ten (10) days of receipt. We will ask you to sign an Assignment of Benefits authorizing us to receive payments from your health plan for the services we rendered to you.

If you are a Workers' Compensation patient the above policy does not apply to you. Be advised, however, that you may be responsible for the total amount of your charges if your Workers' Compensation claim is denied.

As a service to you, we will keep a copy of your insurance card on file and will submit an insurance claim on your behalf to your insurance company with the information you have provided us. You must provide accurate information and any updates to your insurance information. Payment options at the time of service include cash, check or credit card. With your authorization, we will charge an approved credit card for the patient balance as determined by the insurance company once we have submitted a claim and received the Explanation of Benefits.

If your medical benefits are not paid within thirty (30) days, the balance will be due in full from you.

If you fail to make timely payment for any amount for which you are responsible, you will be responsible for all costs of collection, including court costs, collection agency fees, and reasonable attorney fees, as allowed by law.

Financial hardship should never stand in the way of needed services. A determination of financial hardship can only be made on a case-by-case basis, in compliance with all of the rules applicable to our practice. Upon obtaining necessary information from you, we can make a good faith determination as to whether your circumstances constitute a financial hardship and what payment plan options you may have, including installment payments. Please speak to our patient advocate if you have any questions about our financial hardship policy.

Patient Agreement:

I have been informed if any of the services rendered to me by Seaview Orthopaedic and Medical Associates will be reimbursed at an out-of-network level. I knowingly, voluntarily and specifically select Seaview Orthopaedic and Medical Associates as my provider. I have read the above information and I understand and accept the terms and conditions of the above and I or my Guarantor will be responsible for the payment of my account.

Signature: _____ **Date:** _____

Please circle one: Patient / Guardian / Guarantor

Print Patient Name:

Print Guardian/Guarantor Name:



SEAVIEW ORTHOPAEDICS®

COMMUNICIATION PREFERENCES

PLEASE PRINT: Patient Name: _____ Date of Birth: _____

Please indicate which of the following numbers you would like to contacted at:

Cell Phone: (____) _____ - _____ Home Phone: (____) _____ - _____

E-mail: _____

By providing a cell phone number and/or an email address, you will receive appointment reminders, Seaview Orthopaedics announcements, patient reported outcome surveys and information about your care. You may later opt-out if you wish.

I understand that during the transmission of text/email messages, the information contained at one point or another may pass through a public network and onto a personal electronic device and such transmission may not be secure.

Signature: _____ Date: _____

PRIVACY

Please answer the following questions on how you wish to be contacted by Seaview Orthopaedics:

For messages left on voicemail or an answering machine, you authorize your doctor or staff
(Please choose one):

- Leave messages regarding your medical condition(s), as well as appointment reminders, billing and/or financial questions, and requests to call the office.
- Leave only messages regarding appointment reminders and requests to call the office. Do not reference your medical condition(s) in the message.

You may authorize us to contact a family member regarding your medical care or financial matters. Please acknowledge that you authorize Seaview Orthopaedics to disclose your personal health information to the following individuals (check all that apply):

Name: _____ Relationship to Patient: _____
Cell (____) _____ - _____ Email: _____

Name: _____ Relationship to Patient: _____
Cell (____) _____ - _____ Email: _____

AUTHORIZATION

The patient and/or their representative have provided the above information and I understand I may notify Seaview Orthopaedics at any time of changes to this consent, which would require a new form and this authorization to be completed and signed.

Printed Name: Patient or Representative: _____

Relationship to Patient (if other than patient): _____

**ASSIGNMENT OF BENEFITS/RELEASE OF INFORMATION
SEAVIEW ORTHOPAEDIC AND MEDICAL ASSOCIATES**

By completing this form, you will help ensure payment to Seaview Orthopaedic and Medical Associates ("Seaview") for services under your health insurance policy or benefit plan.

I hereby assign to Seaview my right to receive reimbursement for health care services provided to me and/or to any beneficiary under my health benefits plan and assign my legal claim to benefits under the plan, including but not limited to, my right to appeal and sue for such reimbursement and benefits. This assignment applies to all medical benefits, i.e., Medicare, private insurance, major medical benefits, Workers' Compensation and any other health plans to which I or my beneficiary am entitled. I hereby authorize Seaview to file claims with all such plans and carriers for services rendered to me and/or my beneficiary and further authorize and direct my insurance benefits to be paid directly to Seaview. I understand and agree that, if a reimbursement check is made payable to Seaview and me, that I promptly will take such action as requested by Seaview to endorse the check so that Seaview can be paid for services rendered.

I understand that I am financially responsible for payment for all services rendered and I agree to pay all charges denied or not covered by my insurance carrier. This assignment and authorization in no way releases me from this responsibility and imposes no obligation on Seaview to collect money on my behalf. I have been given a list of Seaview Orthopaedic and Medical Associates participating insurances and agree that if my insurance is out of network, I will be responsible for fees that may be in excess of my copayment, coinsurance or deductible.

I hereby authorize Seaview to release to my insurer, health plan and/or any authorized employee or agent of same such of my medical information and records necessary to secure payment for services rendered.

I have read, understand and agree to the above. A photocopy of this agreement shall be considered as effective and valid as the original. This Assignment of Benefits will be effective until revoked by me in writing. Any revocation shall have a prospective effect only.

Patient's Name: _____

Patient/Guardian Signature: _____

Primary Insured's Signature (if different): _____

Date: _____



Insurance Disclosure Form

Updated October 2018

Seaview Orthopaedic and Medical Associates participates with the following health benefits insurance plans:

Horizon BCBS of NJ	United HealthCare	Medicare
<i>Horizon PPO Network</i>	<i>Commercial</i>	Medicare Advantage
Horizon MyWay HRA PPO Horizon MyWay HSA PPO Horizon PPO	Charter Balanced Charter HMO Charter Plus Choice Choice Plus Core Core Essential Core HMO Navigate Navigate Balanced Navigate Plus Options PPO Select Select Plus	AARP Medicare Complete (HMO) AARP MedicareComplete Plan 1 (HMO) AARP MedicareComplete Plan 2 (HMO) AARP MedicareComplete Plan 3 (HMO) AARP MedicareComplete Plan 4 (HMO) AARPMedicareComplete Essential (HMO) Erickson Advantage Champion (HMO-POS SNP) Erickson Advantage Freedom (HMO-POS) Erickson Advantage Guardian (HMO-POS SNP) Erickson Advantage Signature with Drug (HMO-POS) Erickson Advantage Signature without Drug (HMO-POS) UnitedHealthcare Assisted Living Plan (HMO SNP) UnitedHealthcare Assisted Living Plan (HMO-POS SNP) UnitedHealthcare Assisted Living Plan (PPO SNP) UnitedHealthcare Dual Complete (HMO SNP) UnitedHealthcare Dual Complete (PPO SNP) UnitedHealthcare Dual Complete One (HMO SNP) UnitedHealthcare Group Medicare Advantage (HMO) UnitedHealthcare Group Medicare Advantage (PPO) UnitedHealthcare MedicareComplete Focus (HMO) UnitedHealthcare Nursing Home Plan (HMO SNP) UnitedHealthcare Nursing Home Plan (HMO-POS SNP) UnitedHealthcare Nursing Home Plan (PPO SNP)
<i>Horizon Managed Care Network</i>	Oxford	
Horizon Advantage EPO Horizon Direct Access Horizon EPO/EPO Plus Horizon HMO Horizon Medicare Blue (PPO) Horizon Medicare Blue Access (HMO-POS) Horizon Medicare Blue Advantage (HMO) Horizon Medicare Blue Choice w/Rx (HMO) Horizon Medicare Blue Group (PPO) Horizon Medicare Blue Group w/Rx (PPO) Horizon Medicare Blue Value (HMO) Horizon Medicare Blue Value w/Rx (HMO) Horizon MyWay HRA Direct Access Horizon MyWay HSA Direct Access Horizon POS Horizon Patient-Centered Adv EPO NJ Direct NJ Direct MA PPO OMNIA OMNIA Bronze OMNIA Gold OMNIA HSA OMNIA Platinum OMNIA Silver OMNIA Silver HSA	Oxford Freedom Oxford Liberty	
	Qualcare	
	HMO Network PPO Network POS Network QualLynx Worker's Compensation Products	

Seaview Orthopaedic and Medical Associates is affiliated with the following facilities, however specific provider participation may vary. For a detailed list, you can refer to our website at seaviewortho.com or speak to one of our billing specialists:

Hospital Affiliation: Jersey Shore University Medical Center, Ocean Medical Center, Monmouth Medical Center

Ambulatory Surgery Center Affiliation: Shrewsbury Surgery Center, Toms River Surgery Center, Surgicare of Freehold Metropolitan Surgical Institute (Dr. Sunil Thacker) , Specialty Surgery Center of Middletown (Dr. Keiron Greaves), Center for Advanced Surgery (Dr. Frederick Depaola)