



## MONTGOMERY CARDIOVASCULAR ASSOCIATES, P.C.

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273 Winton M Blount Loop P. O. Box 241587 Montgomery, Alabama 36124-2398  
Phone (334) 280-1500 Fax (334) 280-1600  
[www.mcva.com](http://www.mcva.com)

ID: \_\_\_\_\_

Name: \_\_\_\_\_

You have an appointment on \_\_\_\_\_ a t \_\_\_\_\_ A.M./P.M.  
with Dr. \_\_\_\_\_

At the following location:

\_\_\_\_\_ Montgomery Office: 273 Winton M. Blount Loop (Taylor Road)

\_\_\_\_\_ Prattville Office: 461 Main Street, Prattville, AL (Dr. Crum)

\_\_\_\_\_ Prattville Office: 645 McQueen Smith Rd, North, Prattville, AL (Dr. Arellano)

\_\_\_\_\_ Tallassee Office: 80 Herron Hill Road, Suite B, Tallassee, AL

\_\_\_\_\_ Troy Office: Doctor Building West, Suite 2, 1340 231 South, Troy, AL

\_\_\_\_\_ Wetumpka Office: 500 Hospital Drive, Suite 107, Wetumpka, AL

\_\_\_\_\_ Greenville Office: 300 North College Street, Greenville, AL

Please take the time to complete the enclosed information and bring it with you on the day of your appointment. Visit [www.mcva.com](http://www.mcva.com) and register for our patient portal.

### **You will need to bring the following items with you to your appointment:**

1. All of your medications.
2. Any records you may have from your referring physician.
3. Any chest x-rays or electrocardiograms you have taken within the past couple of months.
4. Your insurance cards so that we can scan into our system to keep in your chart.

*Thank you for choosing Montgomery Cardiovascular Associates and we look forward to seeing you on your visit.*



MONTGOMERY CARDIOVASCULAR ASSOCIATES, P.C.  
MONTGOMERY, ALABAMA 36117

MCA Acct. # \_\_\_\_\_ Date \_\_\_\_\_

**Please Print**

Name \_\_\_\_\_  
LAST FIRST MIDDLE PREFERRED/NICKNAME

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ **Email** \_\_\_\_\_

Drug Allergies \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Marital Status \_\_\_\_\_ S.S.# \_\_\_\_\_ Preferred Language: \_\_\_\_\_

Race: \_\_\_\_\_ Ethnicity (circle one): Hispanic/Latino Non Hispanic/Latino Other/Unknown

Patient/Parent's Employer \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Spouse \_\_\_\_\_ S.S.# \_\_\_\_\_ Birthdate \_\_\_\_\_

Spouse Employer \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Medical Physician \_\_\_\_\_ Referring Phys. \_\_\_\_\_

Next of Kin (Other than Spouse) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Have you ever been treated by any of our doctors/hospital or office? \_\_\_\_\_

Pharmacy \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

**PRIMARY INSURANCE**

Name of Insurance Company \_\_\_\_\_

Policy/Contract No. \_\_\_\_\_ Name of Insured \_\_\_\_\_

Gp# \_\_\_\_\_ Gp Name/Employer \_\_\_\_\_

**OTHER INSURANCE**

Name of Insurance Company \_\_\_\_\_

Policy/Contract No. \_\_\_\_\_ Name of Insured \_\_\_\_\_

Gp# \_\_\_\_\_ Gp Name/Employer \_\_\_\_\_

I hereby authorize you to release and/or request any information including the diagnosis and the records of any treatment or examination rendered to me or my child during the period of such care to third party payers and/or other health practitioner, including test results which may include drug and/or alcohol, psychological conditions. I authorize and request my insurance company to pay insurance benefits otherwise payable to me directly to MONTGOMERY CARDIOVASCULAR ASSOCIATES, P.C. I understand that my insurance carrier may pay less than the actual bill for services. I agree to be responsible for payment of all services rendered on my behalf or my dependents.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Patient/Guardian



## MONTGOMERY CARDIOVASCULAR ASSOCIATES, P.C.

MONTGOMERY, ALABAMA 36117

### Financial Policy

Thank you for choosing Montgomery Cardiovascular Associates, P.C. (MCA) as your health care provider. We are committed to building a successful physician-patient relationship with you and your family. Your clear understanding of our Patient Financial Policy is important to our professional relationship. Please understand that payment for services is a part of that relationship. Please ask if you have any questions about our fees, our policies, or your responsibilities. It is your responsibility to notify our office of any patient information changes (i.e. address, name, insurance information, etc).

#### **Co-pays**

The patient is expected to present their insurance card at each visit. All co-payments and past due balances are due at time of check-in unless previous arrangements have been made with a billing coordinator. We accept cash, check or credit cards. Absolutely no post-dated checks will be accepted.

#### **Insurance Claims**

Insurance is a contract between you and your insurance company. In most cases, we are NOT a party of this contract. We will bill your primary insurance company as a courtesy to you. In order to properly bill your insurance company we require that you disclose all insurance information including primary and secondary insurance, as well as, any change of insurance information. Failure to provide complete insurance information may result in patient responsibility for the entire bill. Although we may estimate what your insurance company may pay, it is the insurance company that makes the final determination of your eligibility and benefits. If your insurance company is not contracted with us, you agree to pay any portion of the charges not covered by insurance, including but not limited to those charges above the usual and customary allowance. If we are out of network for your insurance company and your insurance pays you directly, you are responsible for payment and agree to forward the payment to us immediately.

#### **Referrals and Preauthorizations:**

If your insurance company requires a referral and/or preauthorization, you are responsible for obtaining it. Failure to obtain the referral and/or preauthorization may result in a lower or no payment from the insurance company, and the balance will be your responsibility.

#### **Self-pay Accounts**

Self-pay accounts are patients without insurance coverage, patients covered by insurance plans in which the office does not participate, or patients without an insurance card on file with us. Liability cases will also be considered self-pay accounts. We do not accept attorney letters or contingency payments. It is always the patient's responsibility to know if our office is participating with their plan. If there is a discrepancy with our information, the patient will be considered self-pay unless otherwise proven. Self-pay patients will be required to bring **\$100** at the initial appointment and may be billed for any additional balance. Extended payment arrangements are available if needed. Please ask to speak with a billing coordinator to discuss a mutually agreeable payment plan. It is never our intention to cause hardship to our patients, only to provide them with the best care possible and the least amount of stress.

#### **Missed Appointments**

MCA requires 24-hour notice of appointment cancellation. Physician appointments missed and are not previously canceled may be charged a fee of **\$25**. Diagnostic appointments missed and are not previously canceled may be charged a fee of **\$50**.

#### **Returned Checks**

The charge for a returned check is **\$30** payable by cash or money order. This will be applied to your account in addition to the insufficient funds amount. You may be placed on a cash only basis following any returned check.

**Medical Record Copies**

Patients requesting copies of medical records will be charged:

\$5 retrieval fee

\$1 per page for pages 1-25

\$0.50 per page for pages > 25

A special handling fee of \$10 will be charged if records must be delivered within 48 hours of the request.

**Outstanding Balance Policy**

It is our office policy that all past due accounts be sent two statements. If payment is not made on this account, a single phone call or letter will be made to try to make payment arrangements. If no resolution can be made, the account will be sent to the collection agency, or attorney, and possible discharge from the practice.

In the event an account is turned over for collections, the person financially responsible for the account will be responsible for all collections costs including attorney fees and court costs.

Regardless of any personal arrangements that a patient might have outside of our office, if you are over 18 years of age and receiving treatment, you are ultimately responsible for payment of the service. Our office will not bill any other personal party.

*This financial policy helps the office provide quality care to our valued patients. If you have any questions or need clarification of any of the above policies, please feel free to contact us.*

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*I have read and understand MCA's financial policy.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_



MONTGOMERY CARDIOVASCULAR ASSOCIATES, P.C.

MONTGOMERY, ALABAMA 36117

Patient Authorization for Use or Disclosure of Protected Health Information

With my consent, MCA may use and disclose protected health information about me to carry out treatment, payment and healthcare operations. Please refer to MCA’s Notice of Privacy for a more complete description of such uses and disclosures. These notices are made available to you in each reception area, at each registration desk, and posted on the Montgomery Cardiovascular Associates, PC website at [www.mcva.com](http://www.mcva.com).

I have the right to review the Notice of Privacy prior to signing this consent. MCA reserves the right to revise its Notice of Privacy at anytime. A revised Notice of Privacy may be obtained by forwarding a written request to: MCA, 273 Winton M Blount Loop, Montgomery, AL 36117.

I understand that this authorization shall be in force and effect until I, the patient, request otherwise at which time this authorization to use or disclose this protected health information expires.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to: MCA, 273 Winton M Blount Loop, Montgomery, AL 36117.

I understand that MCA may mail, call, or email to my home or other designated location any items that assist MCA in carrying out treatment, payment, and/or healthcare operations. (ie: appointment reminders, insurance items, information regarding my clinical care, lab results, patient statements, among others). I understand that MCA has the right to use my medical data in a de-identified manner for research purposes. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

**I understand that if I refuse to sign this authorization I may not be eligible for, or receive treatment that I have requested for the purpose of disclosure to others.**

I understand that I have a right to request a restriction on how MCA uses or discloses my Health information. However, MCA is not required to agree to my requested restrictions, but if it does, it is bound by this agreement. I may revoke my consent in writing except to the extent that the MCA has already made disclosures in reliance upon my prior consent.

By signing this form, I am consenting to MCA’s use and disclosure of my Health information to carry out treatment, payment and healthcare operations.

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
(If signed by Legal Representative, state relationship and authority to do so

\_\_\_\_\_  
Signature of Witness



**MONTGOMERY CARDIOVASCULAR ASSOCIATES, P.C.**

MONTGOMERY, ALABAMA 36117

**HIPAA Permission for Release of Information**

Patient Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

MCA account #: \_\_\_\_\_

Due to HIPAA, we cannot leave medical information on your voicemail, send it by email or leave it with a member of your family. It is for that reason that we are having you give us authorization via this form.

A. If you would like to authorize to have information released to someone other than yourself, please complete the following:

Please list names of people authorized to receive your health information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

B. I authorize Montgomery Cardiovascular Associates and staff to leave medical information pertaining to my care by the following methods and will assume responsibility of notifying Montgomery Cardiovascular Associates whenever this information changes. Please list phone #, fax# or email address and check below all that applies.

Home Answering Machine # \_\_\_\_\_  Yes  No  N/A

Work Telephone # \_\_\_\_\_  Yes  No  N/A

Cell phone Voicemail \_\_\_\_\_  Yes  No  N/A

Work Fax # \_\_\_\_\_  Yes  No  N/A

Home Fax # \_\_\_\_\_  Yes  No  N/A

Email Address \_\_\_\_\_  Yes  No  N/A

I would prefer not to have messages left.

I give permission to electronically access prescription medication history from pharmacies that participate in E-Prescribing. Relationship to patient (if not patient): \_\_\_\_\_

I do not give permission to electronically access prescription medication history from pharmacies that participate in E-Prescribing. Relationship to patient (if not patient): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# History and Physical

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Referring MD: \_\_\_\_\_

MCA Chart #: \_\_\_\_\_

Family MD: \_\_\_\_\_

### PRESENT ILLNESS: (To be filled out by Doctor/Nurse)

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### PAST MEDICAL HISTORY: Please ✓ those you have had or have now.

- \_\_\_ High Blood Pressure
- \_\_\_ High Cholesterol
- \_\_\_ Diabetes Mellitus
- \_\_\_ Stroke

- \_\_\_ Arthritis/Gout
- \_\_\_ Peptic Ulcer Disease
- \_\_\_ Gallstones
- \_\_\_ Asthma

- \_\_\_ Hiatal Hernia
- \_\_\_ Cancer
- \_\_\_ Decrease blood supply to legs
- \_\_\_ Heart Attack

### HOSPITALIZATION/SURGERY:

Year	Illness or Operation	Year	Illness or Operation

### HAVE YOU HAD ANY OF THE FOLLOWING TEST, PROCEDURES, OR DEVICES? Please ✓ if yes.

- \_\_\_ Chest X-Ray                      When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Treadmill                        When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Echocardiogram                When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Monitors                         When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ EKG                                When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Recent Blood Work             When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Heart Catheterization        When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Angioplasty (balloon procedure) When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Pace Make                        When? \_\_\_\_\_ Where? \_\_\_\_\_
- \_\_\_ Defibrillator                      When? \_\_\_\_\_ Where? \_\_\_\_\_

### ALLERGIES: Please list all medication and the reactions you had.

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Please **CIRCLE** only those problems you frequently experience or have been treated for in the past.

<b>GENERAL:</b>	Recent weight gain or loss	Fever or chills	Skin rashes	
<b>HEAD/NECK:</b>	Blurred Vision	Glasses	Glaucoma	Cataracts
	Vision Loss	Sinus Problems	Hearing Loss	Laser Surgery
	Dentures	Hoarseness		
<b>RESPIRATORY:</b>	Shortness of breath	Pneumonia	Bronchitis	Emphysema
	Asthma	Tuberculosis	Chronic Cough	Wheezing
	Coughing up Blood	Coughing up sputum	Blood Clots in Lungs	
<b>CARDIOVASCULAR:</b>	Chest Pain/Discomfort	Rheumatic Fever	Heart Murmur	Enlarged Heart
	Palpitations (fast, slow, irregular, fluttering, pounding heart beat)			
<b>GASTROINTESTINAL:</b>	Swallowing Problems	Poor Appetite	Indigestion/Heartburn	
	Stomach Ulcers	Liver Problems(hepatitis)	Gallstones	
	Yellowing of Skin	Blood in Bowel Movements	Dark black Bowel Movements	
	Diarrhea	Constipation	Change in bowel habits	
	Abdominal Pain			
<b>GU:</b>	Kidney Stones	Kidney Disease	Bladder Infections	Pain with urination
	Burning with urination	Difficulty holding urine	Difficulty starting or stopping stream	
	Prostate Problems			
<b>PERIPHERAL VASCULAR:</b>	Varicose Veins	Leg Cramps	Swelling in Ankles	
	Pain in calves with exercise		Blood clots in legs	
<b>NEUROLOGICAL:</b>	Blocked arteries in the neck	Weakness in the arms or legs		
	Numbness in the arms or legs		Seizures	Fainting
	Near Fainting	Severe Headaches	Memory Loss	Dizziness Tremors
<b>MUSCULOSKELETAL:</b>	Painful joints	Frequent Backaches		
<b>HEMATOLOGIC:</b>	Anemia	Bleeding Problems	Blood Transfusion	Easy Bruising
<b>ENDOCRINE:</b>	Diabetes	Thyroid Problems	Sensitive to heat and cold	
	Frequent urination	Frequent Thirst		
<b>PSYCHOLOGICAL:</b>	Depression	Anxiety	Not sleeping at night	
<b>REPRODUCTIVE:</b>				
FEMALE:	Last Menstrual Period:_____		Gone through Menopause:_____	
	Age at Menopause:_____		Taking hormone replacement:_____	
	Taking birth control pills:_____			
MALE:	Impotence:_____			