Complete all forms and bring them with you on your scheduled appointment date.

Thank you!

University Surgical Associates, PSC

**General Surgery**
Robert N. Cacchione, M.D.
William G. Cheadle, M.D.
Glen A. Franklin, M.D.
Richard N. Garrison, M.D.
Brian G. Harbrecht, M.D.
Farid J. Kehdy, M.D.
Gerald M. Larson, M.D.
Frank B. Miller, M.D.
J. David Richardson, M.D.
Jorge L. Rodriguez, M.D.
Christopher R. Schneider, M.D.
Jason W. Smith, M.D.
Gary C. Vitale, M.D.

**Surgical Oncology**
Michael B. Flynn, M.D.
Richard E. Goldstein, M.D., Ph.D.
Robert C. G. Martin, M.D.
Kelly M. McMasters, M.D., Ph.D.
Hiram C. Polk, Jr., M.D.
Amy R. Quillo, M.D.
Charles R. Scoggins, M.D.

**Colorectal Surgery**
Susan Galandiuk, M.D.
Jeffrey R. Jorden, M.D.
Michael H. McCafferty, M.D.

**Vascular Surgery**
Amit J. Dwivedi, M.D.
Marvin E. Morris, M.D.
Charles B. Ross, M.D.
Andrea E. Yancey, M.D.

**Plastic and Reconstructive**
Larry D. Florman, M.D.
Jarrod A. Little, M.D.
Terry M. McCurry, M.D.
Gordon R. Tobin, M.D.
Bradon J. Wilhelm, M.D.

**Otolaryngology, Head and Neck Surgery**
Jeffrey M. Bumpous, M.D.
Swapna K. Chandran, M.D.
Arun K. Gadre, M.D.
Toni M. Ganzel, M.D.
Kevin L. Potts, M.D.
Welby Winstead, M.D.
Welcome to our practice.

It is very important that you fill out the enclosed patient registration form, medical history form, and financial policy form completely, prior to your appointment. Please be sure to bring these forms and your current insurance card or cards with you to your appointment. We must get copies of your insurance cards to enable us to bill claims properly. Please do not mail paperwork to our office, bring it with you!

The anticipated cost of your initial visit can range in cost. It is difficult for us to provide you with a precise cost estimate for your visit, however, you must pay your copay prior to being seen by the doctor.

Some insurance plans require that you obtain a referral from your Primary Care Physician in order to see a Specialist. Please remember it is the patient's responsibility to know their individual insurance plans, each plan has different coverages and networks. If your insurance company requires you obtain a referral we must have this prior to your appointment or you may bring it with you to your appointment. If you do not have your referral we cannot see you and your appointment will be rescheduled to our next available appointment date. There will be no exceptions!

Insurance plans that may require a referral include:
- Aetna HMO/Aetna MC/Aetna QPOS
- Cigna HMO/Cigna MC
- Humana HMO/Humana HMO-MBP
- Indiana Medicaid/Hoosier Healthwise
- Kentucky Medicaid/KENPAC
- Passport
- Tricare

This is not an inclusive list; please check with your benefits administrator if you have any questions concerning referrals.

Thank you for choosing our practice! We are here to help you in any way possible. Our office hours are Monday – Friday; 8:30 am to 5:00 pm. The clinical and business staff will be happy to help you with any appointment, please call to cancel well in advance so that we may offer this appointment space to someone else in need.

Visit our websites at:

www.usahandsurgery.com
www.louisvillesurgery.com
www.aboutmelanoma.com
www.louisvillesurgonc.com

www.usapsc.com
www.uofplastics.com
www.colidoscope.com
www.louisvilleotolaryngology.com

www.aboutlivertumors.com
www.survivellivercancer.com
www.aboutbreasthealth.com

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jns/welcome letter
How did you hear about University Surgical Associates and/or your doctor?

- Internet
- Radio
- Direct Mail
- Today’s Woman
- Louisville Magazine
- Newspaper
- Audience Playbill
- Your physician
- TV
- Friend or word of mouth
- Other __________________________

Referring Doctor: Family Doctor / PCP:
Address: Phone:

Patient Information
Patient’s Last Name: First Name: M.I. Patient’s Social Security #: 
Street Address: Age: Date of Birth:
City: State: Zip: Email Address: Patient’s Home Phone:
Race: Language: Religion: Patient’s Cell Phone:

Employment or Student Status (If not a minor):
Full Time ☐ Part Time ☐ Self Employ ☐ Active Military ☐ Name of School: 
Employment / Retirement Eff.Date: Patient’s Employer: Patient’s Occupation:
Patient’s Work Phone & Ext#: Employer’s Address: Date Employment Started:
Spouse’s Date of Birth: Spouse’s Name: Spouse’s Social Security #: 
Spouse’s Work Phone: Spouse’s Employer Spouse’s Occupation:

Responsible Party / Child’s Parent Information
Responsible Party or Father’s Name: Responsible Party or Mother’s Name:
Social Security #: Date of Birth: Relationship to Patient: Social Security #: Date of Birth: Relationship to Patient:
Employer: Work Phone & Ext: Employer: Work Phone & Ext:
Home Address if different from Patient’s: Home Address if different from Patient’s:
City, State & Zip: Phone: City, State & Zip: Phone:

Primary Insurance
Insurance Company Name: Effective Date: Subscriber’s Date of Birth
Subscriber’s Full Name: Subscriber’s Social Sec #: Relationship to Patient:

Secondary Insurance
Insurance Company Name: Effective Date: Subscriber’s Date of Birth:
Subscriber’s Full Name: Subscriber’s Social Sec #: Relationship to Patient:

Emergency Contact
Name: Phone Number: Relationship to Patient:

RELEASE OF INFORMATION: I hereby authorize the release of medical information or other information acquired during the course of examination and treatment to insurance carriers, physicians, or my legal representatives. I hereby request payment of benefits from all insurance carriers to University Surgical Associates P.S.C. I understand I am responsible for and will pay any amount not covered by insurance including collection costs and reasonable attorney fees if referred for collection.

Signature – Responsible Party Date

USA Doctor Registrar

REG FORM/forms/Rev.01/2012
Dear Patient,

In order to help us stay within the guidelines of HIPAA, please list below any person /persons that you authorize us to disclose information to regarding your Protected Health Information. (You do not need to list any of your doctors.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

Do we have your permission to leave information on your answering machine when you are not at home?

Yes _______  No _______

______________________________  ______________________
Patient’s Name (Please Print)  Date of Birth

______________________________  ______________________
Patient’s (or Guardian’s) Signature  Date
We are dedicated to providing you with the best possible care and service, and regard your understanding of our financial policies as an essential element of your care and treatment. Please read the following policy. If you have any questions, please feel free to discuss them with our staff.

**YOUR INSURANCE**

We have made prior arrangements with many insurers and other health plans. We will bill those plans with whom we have an agreement and will collect any required copayment at the time of service. The copayment will be collected when you arrive for your appointment. For elective surgery you will be contacted to arrange for payment of the coinsurance and deductible. In the event your health plan determines a service to be “not covered” or you have “no insurance coverage”, you will be responsible for the complete charge. We will also bill your health plan for all services we provide in the hospital. We will be glad to establish a payment plan to meet your needs.

**MINOR PATIENTS**

For all services rendered to minor patients, the adult accompanying the patient is responsible for payment.

**CANCELLATION/NO SHOW POLICY**

An appointment must be cancelled 24 hours in advance. A patient that does not cancel their appointment at least 24 hours in advance or is a NO SHOW will be charged $25.00.

**SUPPLIES POLICY**

If we know there are supplies involved we will try to alert you of our charges before you come for your scheduled appointment. Your insurance may deny payment for this __________________________ service/supply. The patient/responsible party understand that this charge may be non covered and will be responsible for these charges at the time of service.

**MEDICAL RECORD POLICY**

When requesting disability forms to be completed we will require a $25.00 payment for the initial form and a $10.00 payment for follow-up forms in advance of their completion.

**PRESCRIPTION POLICY**

We ask that you call in your refill request for prescriptions during the hours of 9:00 am – 3:00 pm Monday thru Friday only. Prescription refills from 3:00 pm Friday – 9:00 am Monday are not available.

I have read and understand the financial policies of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

____________________________________________________________ ________________________  
Signature of Patient or Responsible Party if a Minor   Date

____________________________________________________________  
Signature of Co-responsible Party

____________________________________________________________  
Please Print the Name of the Patient
Patient’s Name: ____________________________________________  Today’s Date

Age: ___  Birth Date: ____________  Race: ____________________________  SSN: ____________________________

Family Physician: Dr. _________________________________________  Referred by: Dr. _______________________

Other Physicians you see: __________________________________________

Reason for Visit: ____________________________________________

THIS BOX FOR MD USE ONLY

Location
Quality
Severity
Duration
Timing
Context
Modifying Factors
Associated Signs and Symptoms

Past Medical Problems: (check boxes that apply, describe below and list dates if possible)

☐ High Blood Pressure  ☐ Diabetes  ☐ Heart Disease/Heart Attack  ☐ Kidney Disease  ☐ Lung Disease/COPD  ☐ Seizures  ☐ Stroke  ☐ Cancer  ☐ Emotional/Psychiatric Problems  ☐ Hepatitis

________________________

List all Previous Operations/Procedures (for example, colonoscopy, cardiac stent, etc.) List reason, date, & MD

________________________

________________________

________________________

Cancer Treatments: Have you ever had Chemotherapy or Radiation Therapy? If so when and by whom:

________________________

Medications: (List name, dose, & how often taken)

________________________

________________________

________________________

Do you take aspirin/ aspirin-containing products / any blood thinners? ☐ YES ☐ NO (if yes, please list)

________________________

Are you allergic to any medications? ☐ YES ☐ NO (if yes, please list)  ALLERGIC to LATEX? ☐ YES ☐ NO
Social History

- Single
- Married
- Separated
- Divorced
- Widowed

Occupation: ____________________

Do you use alcohol? YES NO

How much and how often? ____________________

Do you use tobacco now? YES NO

Did you ever use tobacco? YES NO

Describe tobacco use (for example, packs per day) ____________________

Heavy Sun Exposure in past? YES NO

Blistering Sunburns in past? YES NO

Tanning Bed Use? YES NO

Family History

List diseases (including specific types of cancer) that run in the family, which relative was affected, and at what approximate age.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

ROS: List all symptoms that you are experiencing currently

<table>
<thead>
<tr>
<th>General</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weakness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fever/chills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night sweats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vision changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double vision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head/Neck</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Headache</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blackout spells</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes in taste/smell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thyroid Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neck lumps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear pain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hematologic</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Anemia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easy Bruising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clotting Problem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lung</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Lung problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortness of breath</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cough up blood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheezing/Asthma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumonia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>New aches/pains in Bones/joints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthritis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Chest Pain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart Attack</td>
<td></td>
<td></td>
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<tr>
<td>Irregular Heart Beat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart Failure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swelling in Ankles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palpitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gastrointestinal</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Abdominal pain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nausea/Vomiting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vomit Blood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Difficulty Swallowing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heartburn /Indigestion</td>
<td></td>
<td></td>
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<tr>
<td>Blood in Stool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/Tarry Stool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in stool size/color</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constipation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yellow Jaundice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kidney</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Blood in Urine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kidney/bladder infection</td>
<td></td>
<td></td>
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<tr>
<td>Kidney stones</td>
<td></td>
<td></td>
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<tr>
<td>Painful urination</td>
<td></td>
<td></td>
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<tr>
<td>Difficulty urinating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breast</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Lump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nipple discharge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pain</td>
<td></td>
<td></td>
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<tr>
<td>Date Last Mammogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reproductive History</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Age at 1st period</td>
<td></td>
<td></td>
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<tr>
<td>Age at menopause</td>
<td></td>
<td></td>
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<tr>
<td># Pregnancies</td>
<td></td>
<td></td>
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<tr>
<td># Live births</td>
<td></td>
<td></td>
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<tr>
<td>Age at 1st pregnancy</td>
<td></td>
<td></td>
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<tr>
<td>Breast Fed</td>
<td></td>
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<tr>
<td>If yes, your age at the time</td>
<td></td>
<td></td>
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<tr>
<td>Last Menstrual period</td>
<td></td>
<td></td>
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<tr>
<td>Last Pap Smear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currently use Hormone Replacement Therapy</td>
<td></td>
<td></td>
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<tr>
<td>If yes, how long</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previously used Hormone Replacement Therapy</td>
<td></td>
<td></td>
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<tr>
<td>If yes, when stopped</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neurologic</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tingling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numbness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weakness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychiatric</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Depression</td>
<td></td>
<td></td>
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<tr>
<td>Anxiety</td>
<td></td>
<td></td>
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<tr>
<td>Mood swings</td>
<td></td>
<td></td>
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<tr>
<td>Skin</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rash</td>
<td></td>
<td></td>
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<tr>
<td>Skin cancer</td>
<td></td>
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<tr>
<td>Change in mole</td>
<td></td>
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</tr>
</tbody>
</table>

For Bariatric Patients Only:

Diets used and weight lost: ____________________

Sustained weight loss: ________________ How long was weight lost? ________________

How long over 100 lbs. overweight? ________________ How many times have you lost over 25 lbs? ________________

How long have you been overweight? ________________ years.

Are you currently under a physician’s care for weight loss? YES NO

Physician’s Name: ____________________

PHYSICIAN COMMENTS: ____________________

Physician Signature: ____________________ Date ________________

(History Form Reviewed with Patient)
Did you know that your surgeon not only takes care of patients, but:

- Is a Professor of Surgery at the University of Louisville School of Medicine?
- Performs basic, translational, and clinical research to improve patient care?
- Teaches students, residents and fellows who come from around the world to learn the latest surgical procedures and participate in groundbreaking research?

We want to tell you about some of the exciting research and educational programs that are underway in the Department of Surgery at the University of Louisville School of Medicine. We are proud to be nationally recognized for groundbreaking advances in: Cancer Detection and Treatment, Trauma and Critical Care, Minimally Invasive Surgery, Bariatric Surgery, Digestive Diseases, Endocrine Surgery, Vascular Surgery, Head and Neck Surgery, Plastic and Reconstructive Surgery, Hearing and Speech Disorders, Organ Transplantation, and Surgical Infections.

A small sampling of our research includes:

1. The Sunbelt Melanoma Trial, a multicenter study that is the largest ever conducted in melanoma with more than 3,600 patients registered. It was conceived, written and directed from the Department of Surgery.

2. Genetic research relating to colorectal cancer and inflammatory bowel disease, which together affect hundreds of thousands of Americans every year. We have been using the latest technology such as gene chips to try to identify the cause of these disorders.

3. Minimally Invasive Parathyroid and Thyroid Surgery. We are one of the first centers to develop and test the procedure of Minimally Invasive Radioguided Parathyroidectomy, which allows patients with parathyroid tumors to undergo a much less invasive yet curative procedure through a small incision. We have also developed techniques for minimally invasive endoscopic thyroid surgery.

4. Studies of sound perception and speech production in children and adults that have undergone cochlear implant surgery

5. The University of Louisville Breast Cancer Sentinel Lymph Node Study, which involves more than 4,000 patients from 79 institutions across the US and Canada. It is the largest study of its kind and is largely responsible for the acceptance of this minimally invasive procedure for patients with breast cancer around the world.
6. Basic research into the molecular basis for the response to trauma, shock, inflammation, and infection.

7. New technologies for the treatment of liver tumors. Over the past decade, we have helped develop and test new minimally invasive techniques for treatment of liver tumors. This allows many patients who previously were not candidates for surgery to eliminate cancer in the liver.

8. New gene therapy approaches to cancer as an alternative to chemotherapy. In the past decade, we have developed several new treatments of liver tumors, colon cancer, pancreatic and stomach cancer, melanoma, breast cancer, and cervical cancer.


10. We were one of the first U.S. centers to pioneer the use of the Lap Band System™ and other minimally invasive surgical treatments for obesity. We were the first center in America to perform an intragastric balloon and this was done in the setting of a clinical trial.

This is where you can help.

Research is responsible for the development of new approaches to surgery and the treatment of a variety of conditions and diseases. We have made much progress, yet our work is far from done. With additional funding support, we feel confident we can bring some of these exciting results to our patients more quickly.

Your investment in our research will bear dividends for years to come, helping others facing a diagnosis such as yours. Any amount helps, and you can specify where you would like your money to be used.

If you are interested in investing in our research by making a donation or want to learn more, please contact Lukas C. Dwelly, MPA, MA by email at lukas.dwelly@louisville.edu or 502-235-1002. He also may contact you following your treatment to gauge your interest and to discuss your experience with our office. In addition, you can discuss your interest with your surgeon or our office staff any time. You can also visit our Web site at louisvillesurgery.com. Thank you again for your confidence in our program.

If you wish to have your name removed from the list to receive fundraising requests supporting the Department of Surgery, please make your wishes known in writing to: Department of Surgery, Development Office, 530 South Jackson Street; Louisville, KY 40202, and all reasonable efforts will be taken to ensure you will not receive any such communications from us in the future.