



NewSouth
NEUROSPINE

DIVISION OF PHYSICAL MEDICINE

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Please complete the following form and fax it back to the above fax # for the division you are requesting an appointment. When using our fax scheduling service, please fax copies of any radiology reports and medical records pertaining to the referral request and a list of medications the patient is currently taking, so that we may better assist your patient. **MUST HAVE COPY OF INSURANCE CARD FRONT AND BACK.**

Date _____ / _____ / _____
 Appt Date _____ / _____ / _____
 Appt Time _____

Urgent *Please call and speak to one of our staff.*
 Non-urgent *No call is necessary if you fax this form.*
 Workers Comp **Automobile Accident** **Other**
 * **Clinic Name** _____

Patient Information				
First Name	Middle Initial	Last Name	Birth Date	Age
Address	City	State	ZIP	
Home Phone () ()	Work Phone () ()	Cell Phone () ()	Social Security #	
Primary Insurance Company	Insurance ID#	Group ID#	Is authorization for referral required?	
Insurance Address	Policy Holder Name	Date of Birth of Policy Holder	Patient Email Address	

Referring Physician Information			
First Name	Middle Initial	Last Name	Practice Phone () ()
Staff Contact	Address	NPI#	Practice Fax () ()

Primary Complaint
Briefly describe primary complaint
Studies and location of radiographic films <i>(please send films with the patient and fax copies of reports with this form if possible)</i>
Has Patient seen a Pain or Spine Specialist before? Whom:

Workers Compensation Claims Cases Please Complete This Section				
Patient's Current Employer	Employer's Address			
Workers Compensation Carrier's Name	Name of Adjuster & employer		Adjuster's Phone () ()	
Workers Compensation Carrier's Address				Adjuster's Fax () ()
Date of Injury	Claim Number	Adjuster's Email		
Nurse Case Manager's Name	Nurse Case Manager's Phone () ()		Nurse Case Manager's Fax () ()	
Nurse Case Manager's Street	City	State	ZIP	Nurse Case Manager's Email



Instructions

1. If your appointment **was not** scheduled before you left your referring doctor's office, you should expect to receive a telephone call within the next 48 hours from one of our staff to assist you in making an appointment. If you haven't been contacted within 48 hours and no appointment is listed on the front side, please call the number on the front side for the doctor's office.
2. If you have any special needs, such as a hearing problem, please contact our staff in advance of your appointment so that we might be better able to prepare for your visit;
3. If you are unable to attend your appointment time, please call our office at least 24 hours in advance to reschedule.
4. If you are a new patient to our practice, please arrive about 15 minutes before your scheduled appointment time in order to have time to complete our new patient intake forms:
5. When you come to your appointment:
 - Please **bring** your insurance card or either proof of insurance and your driver's license;
 - If you are unsure about your insurance policy limitations or authorization requirements, please contact your referring physician's office or call one of our claims specialists before arriving for your appointment.
 - If you are coming concerning a **Workers compensation** claim, please be sure that either you or your employer have already spoken to the policy claims adjuster;
 - **Automobile accident:** we only accept **PATIENT'S** auto insurance before their health insurance is filed. If the information is not received then you will be responsible to pay for services in full the day of the appointment. We **do not** file 3rd party Insurance Claims.
 - Please bring any **X-ray, MRI or CT films** and their reports related to your primary complaint(s). Please bring the actual radiograph films, not just the written report;
6. **Please bring a list of your current medications.**

Division of Surgery

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