

MICHIGAN PLASTIC SURGERY

LEE H. COLONY, M.D., F.A.C.S.

2900 Hannah Blvd., Suite 110
East Lansing, MI 48823
517-333-4960 888-313-9199 517-333-5970 fax
www.miplasticsurgery.com

PATIENT INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Home Phone: _____ Cell Phone: _____

Birth date: _____ SSN: _____ Age: _____ Sex: **M** **F**

Check Appropriate Box: **SINGLE** **MARRIED** **DIVORCED** **WIDOWED** **SEPARATED**

Occupation: _____ Employer: _____

Spouse Name: _____ Occupation: _____

Emergency Contact: _____ Relationship: _____

Contact Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian: _____

Primary Care Physician: _____ Last Exam: _____ Phone: _____

Primary Care Physician Address: _____

May your records be used for private internal Quality Assurance Review and/or private internal Peer Review? **YES** **NO**

Who may we thank for referring you to our office? _____

COMMUNICATION AGREEMENT

What numbers may we call to remind you of your appointment, test results, or surgical information? #: _____

May we leave a message requesting a return call? **YES** **NO** #: _____

May we fax medical information to you? **YES** **NO** Fax #: _____

May we contact you by email? **YES** **NO** Email: _____

May we email you new information on procedure, discounts, and promotions from our website www.miplasticsurgery.com? **YES** **NO**

Please list by name anyone we may convey information concerning your health and treatment to (spouse, family, friend, parent).

Patient Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Parent or Guardian Name (printed): _____

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PATIENT HEALTH HISTORY

Patient Name: _____ Age: _____ Date: _____

Height: _____ Weight: _____ SSN: _____

Medication Allergies / Reactions: _____

HAVE YOU HAD ANY OF THE FOLLOWING?

HEAD/ NECK

- | | | |
|---------------------------------------|-----|----|
| 1. Dry eye problems/glaucoma/cataract | YES | NO |
| 2. Thyroid problems | YES | NO |
| 3. Recent voice change | YES | NO |

PULMONARY/LUNG

- | | | |
|------------------------|-----|----|
| 4. Shortness of breath | YES | NO |
| 5. Tuberculosis (TB) | YES | NO |
| 6. Coughing up blood | YES | NO |
| 7. Asthma | YES | NO |
| 8. Bronchitis | YES | NO |
| 9. Emphysema | YES | NO |
| 10. Pneumonia | YES | NO |
| 11. Sleep Apnea | YES | NO |

HEART/CIRCULATION

- | | | |
|--|-----|----|
| 12. Chest pain/angina/heart attack | YES | NO |
| 13. Irregular heartbeat | YES | NO |
| 14. Pacemaker | YES | NO |
| 15. Heart murmur/Mitral valve prolapse | YES | NO |
| 16. High blood pressure | YES | NO |
| 17. Stroke or TIA | YES | NO |
| 18. Artery problem | YES | NO |
| 19. Blood clot/blood disorder | YES | NO |
| 20. Excessive bleeding/bruising/scarring | YES | NO |
| 21. Ankle swelling | YES | NO |

ABDOMINAL/GASTROINTESTINAL

- | | | |
|--------------------------------------|-----|----|
| 22. Recent abdominal pain | YES | NO |
| 23. Recent nausea or vomiting | YES | NO |
| 24. Recent constipation or diarrhea | YES | NO |
| 25. Colon polyps | YES | NO |
| 26. Blood in stools | YES | NO |
| 27. Liver or gallbladder problems | YES | NO |
| 28. Jaundice/Hepatitis/Pancreatitis | YES | NO |
| 29. Ulcers, reflux, or hiatal hernia | YES | NO |
| 30. Hernia | YES | NO |
| 31. Recent weight gain or loss | YES | NO |

KIDNEY/BLADDER

- | | | |
|---------------------------------------|-----|----|
| 32. Kidney stones | YES | NO |
| 33. Incontinence/Difficulty urinating | YES | NO |
| 34. Frequent bladder infections | YES | NO |
| 35. Blood in urine | YES | NO |

NEUROLOGICAL

- | | | |
|-----------------------------------|-----|----|
| 70. High Blood Pressure | YES | NO |
| 36. Frequent headaches/Migraines | YES | NO |
| 37. Epilepsy/seizures/convulsions | YES | NO |
| 38. Belle's palsy/Nerve injury | YES | NO |

MUSCULOSKELETAL

- | | | |
|---|-----|----|
| 39. Arthritis/Joint pain | YES | NO |
| 40. Back, Neck, or Shoulder pain | YES | NO |
| 41. Leg pain when walking | YES | NO |
| 42. Lacerations, Wounds, Ulcers, or Sores | YES | NO |
| 43. TMJ | YES | NO |
| 44. Metal Implants | YES | NO |
| 45. Broken bones | YES | NO |
| (list) _____ | | |

FEMALE OB/GYN

- | | | |
|--|-----------|-----------|
| 46. Breast lump, cyst, dimpling, or biopsy | YES | NO |
| 47. Nipple discharge/inversion | YES | NO |
| 48. Most recent mammogram | - / - / - | - / - / - |
| 49. Last menstrual period | - / - / - | - / - / - |
| 50. Abnormal vaginal bleeding | YES | NO |
| 51. Vaginal deliveries | YES | NO |
| (dates) _____ | | |
| 52. C-Sections | YES | NO |
| (dates) _____ | | |

OTHER

- | | | |
|---|-----|----|
| 53. Diabetes | YES | NO |
| 54. Low blood sugar | YES | NO |
| 55. Depression or anxiety | YES | NO |
| 56. Emotional/mental condition | YES | NO |
| 57. HIV /AIDS | YES | NO |
| 58. Cancer | YES | NO |
| (type) _____ | | |
| 59. Other medical conditions not listed | YES | NO |

SMOKING, ALCOHOL, DRUGS

- | | | |
|--|-----------------------|----|
| 60. Do you smoke? | YES | NO |
| (cigarettes, cigars, chewing tobacco, pipe) | | |
| years: _____ | Amount per day: _____ | |
| 61. When did you quit? _____ | | |
| 62. Are you around second-hand smoke? | YES | NO |
| 63. Do you drink alcoholic beverages? | YES | NO |
| Amount: _____ | Frequency: _____ | |
| 64. Do you use other drugs? | YES | NO |
| (cocaine, marijuana, speed, steroids, other) | | |
| Amount: _____ | Frequency: _____ | |

FAMILY HISTORY RELATIONSHIP

- | | | |
|-------------------------|-----|----|
| 65. Thyroid problems | YES | NO |
| 66. Asthma | YES | NO |
| 67. Diabetes | YES | NO |
| 68. Heart Attack | YES | NO |
| 69. Stroke | YES | NO |
| 70. High Blood Pressure | YES | NO |
| 71. Blood Disorder | YES | NO |
| 72. Cancer | YES | NO |
| Type: _____ | | |

HEALING/ANESTHESIA

- | | | |
|--|-----|----|
| 73. Have you ever reacted to anesthesia? | YES | NO |
| 74. Are you sensitive to latex? | YES | NO |
| 75. Are you sensitive to tape? | YES | NO |
| 76. Are you sensitive to suture? | YES | NO |
| 77. Do you have motion sickness? | YES | NO |
| 78. Are you a poor healer? | YES | NO |
| 9. Do you form large scars or keloids? | YES | NO |
| (list) _____ | | |
| 80. Do you get cold sores? | YES | NO |

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PATIENT HEALTH HISTORY

Name: _____ SS# _____

SURGERY/ HOSPITALIZATIONS/DELIVERIES/PLASTIC SURGERY CONSULTATIONS:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

MEDICATIONS (PRESCRIPTIONS, "OVER THE COUNTER", BIRTH CONTROL PILLS, VITAMINS, HERBS)

Name:	Dosage:	Frequency:	When you started:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MEDICATION REVIEW (STAFF ONLY)

Patient/Guardian Signature: _____ Date: _____

PHOTOGRAPHIC CONSENT

Patient Name: _____ Date: _____

In connection with the plastic surgical services which I am receiving from Dr. Lee Colony, I consent that photographs, videos, or other images may be taken of me or parts of my body, under the following conditions:

- These photographs may be taken only with the consent of Dr. Colony and under such conditions and at such times as may be approved by him.
- The photographs may be taken by Dr Colony, or someone approved by him.
- The photographs shall be used for medical records, and in the judgment of Dr. Colony, for medical, scientific, promotional, or educational purposes. Such photographs and information relating to my case may be published and republished in medical journals or books, or used for any other purpose Dr. Colony may deem proper in the interest of medical education, knowledge, research, or promotion; provided however, that it is specifically understood that I will not be identified by name.

Patient Signature: _____

Parent or Guardian Signature: _____

Witness Signature: _____

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INSURANCE INFORMATION (IF APPLICABLE)

PRIMARY INSURANCE: _____

Insured Name: _____

Address: _____

Phone Number: _____ Insured Employer: _____

Group Number: _____ ID Number: _____ Relationship to Insured: _____

SECONDARY INSURANCE: _____

Insured Name: _____

Address: _____

Phone Number: _____ Insured Employer: _____

Group Number: _____ ID Number: _____ Relationship to Insured: _____

MOTOR VEHICLE INSURANCE (IF APPLICABLE): _____

Insured Name: _____

Address: _____ Date of Injury: _____

Phone Number: _____

Insurance Number: _____ Relationship to Insured: _____

The patient requesting care is responsible for payment. Co-payments and deductibles are due at the time of service.

I hereby authorize release of information necessary to file a claim with my insurance company and assign benefits otherwise payable to me to the doctor or the corporation as indicated on the claim. A copy of my signature is as valid as the original. I certify that all of the demographic, medical, and insurance information is complete and correct.

Signature of Patient/Guardian: _____ Date: _____

Patient/Guardian name (printed): _____

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NOTICE OF PRIVACY PRACTICES

To our patients – This notice describes how health information about you, as a patient of this practice, may be used and disclosed, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

OUR COMMITMENT TO YOUR PRIVACY

Our practice is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information.

We realize that these laws are complicated, but we must provide you with the following important information:

Use and disclosure of your health information in certain special circumstances

The following circumstances may require us to use or disclose your health information:

1. To public health authorities and health oversight agencies that are authorized by law to collect information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required to do so by a law enforcement official.
4. When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public.
We will only make disclosures to a person or organization able to help prevent the threat.
5. If you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.
6. To federal officials for intelligence and national security activities authorized by law.
7. To correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official.
8. For Workers Compensation and similar programs.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

1. Communications. You can request that our practice communicates with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. We will accommodate reasonable requests.
2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care or the payment for your care, such as family member and friends. We are not required to agree to your request, however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to **Administrator- Dr. Lee H. Colony, 2900 Hannah Boulevard, Suite 110, East Lansing, Michigan 48823 or by telephone 517-333-4960** for further information. A meeting will be schedule with the Administrator to inspect your records after we receive your request.
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to **Administrator – Dr. Lee H. Colony, 2900 Hannah Boulevard, Suite 110, East Lansing, Michigan 48823**. You must provide us with a reason that supports your request for amendment.
5. Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this notice at any time. To obtain a copy of this notice, contact Administrator – **Dr. Lee H. Colony, 2900 Hannah Boulevard, Suite 110, East Lansing, Michigan 48823 or by telephone 517-333-4960**.
6. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact **Administrator – Dr. Lee H. Colony, 2900 Hannah Boulevard, Suite 110, East Lansing, Michigan 48823 or by telephone 517-333-4960**. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
7. Right to provide an authorization for other uses and disclosures. Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

If you have any questions regarding this notice or our health information privacy policies, please contact **Administrator – Dr. Lee H. Colony, 2900 Hannah Boulevard, Suite 110, East Lansing, Michigan 48823 or by telephone 517-333-4960**.

I hereby acknowledge that I have been presented with a copy of Dr. Lee H. Colony – Michigan Plastic Surgery – Notice of Privacy Practice

Signature: _____ Date: _____

Printed Name: _____

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PATIENT FINANCIAL POLICY

- In order to reduce confusion and misunderstanding between our patients and the practice, we have adopted the following financial policy. If you have any questions about the policy, please discuss them with our practice administrator. We are dedicated to providing the best possible care and service to you and regard your complete understanding of your financial responsibilities as an essential element of your care and treatment.
- Unless other arrangements have been made in advance by either yourself or your health coverage carrier, full payment for cosmetic procedures is due ten (10) days prior to your procedure. For your convenience we will accept VISA/Discover/Mastercard and American Express.
- Your insurance policy is a contract between you and your insurance company, the doctor is not involved.
- As a courtesy, we will file your insurance claim for you if you assign the benefits to the doctor. In other words, you agree to have your insurance pay the doctor directly. If your insurance company does not pay the practice within a reasonable length of time, we will have to look to you for payment.
- We have made prior arrangements with many insurers and other health plans to accept an assignment of benefits. We will bill those plans for whom we have an agreement and will only require you to pay the authorized co-payment at the time of service. We will collect the co-payment when you are here for your appointment.
- If you have insurance coverage with a plan that we do not have a prior agreement, we will prepare and send the claim for you on an unassigned basis. This means your insurer will send the payment directly to you. Therefore, our charges for your care and treatment are due at the time of the service.
- All health plans are not the same and do not cover the same services. In the event your health plan determines a service to be "not covered", you will be responsible for the complete charge. Payment is due upon receipt of a statement from our office.
- It is the patient's responsibility to contact their insurance carrier and to know if the doctor is in-network or out of network according to their plan.
- For all services provided in the hospital, we will bill your health plan. Any balance due is your responsibility and is due upon receipt of a statement from our office.
- For all services rendered to minor patients, we will look to the adult accompanying the patient and the parent or guardian with custody for payment.
- In order to provide the best possible service and availability to all our patients, please call us as early as possible if you know you will need to reschedule your appointment.
- I have read and understand the financial policy 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/Guardian: _____ Date: _____

Signature of Co-Responsible Party: _____

Please Print the Name of the Patient: _____