



Craniofacial Pain & Dental Sleep

Center of Georgia

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www.cpcgeorgia.com

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HEADACHES ■ FACIAL PAIN ■ NECK PAIN ■ TMJ DISORDERS ■ SLEEP APNEA

Mr. Mrs. Ms. Dr. Other

First Name _____ Middle Initial _____ Last Name _____

Responsible Party: (If Someone Other than Patient) Name _____

Who is primary on insurance: Self Spouse Father Mother Name _____
Date of Birth _____

Patient Information

Street Address: _____

City: _____ State: _____ Zip: _____

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

Sex: Male Female Marital Status: Married Single Divorced Separated Widowed

Date of Birth: _____ Age: _____ Social Security Number: _____

Spouse Name: _____ Date of Birth: _____

E-Mail: _____@_____

Employed Student Status: Full Time Part Time

Family Dentist: _____ Dentist's Phone: _____

Family Physician: _____ Physician's Phone: _____

Referred By: _____ Phone: _____

MEDICAL HISTORY QUESTIONNAIRE

ALLERGENS

- | | | | |
|---|---------------------------------------|----------------------------------|--|
| <input type="checkbox"/> No known allergens | <input type="checkbox"/> Iodine | <input type="checkbox"/> Plastic | <input type="checkbox"/> Antibiotics |
| <input type="checkbox"/> Latex | <input type="checkbox"/> Sedatives | <input type="checkbox"/> Aspirin | <input type="checkbox"/> Local anesthetics |
| <input type="checkbox"/> Sleeping pills | <input type="checkbox"/> Barbiturates | <input type="checkbox"/> Metals | <input type="checkbox"/> Sulfa drugs |
| <input type="checkbox"/> Codeine | <input type="checkbox"/> Penicillin | | |

Other _____

CURRENT MEDICATIONS

Medicine	Dosage/Frequency	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OFFICE USE ONLY

I verify that I obtained a copy of the patient's photo ID and insurance card and made a copy of each for our records. Initial _____, Date _____

MEDICAL HISTORY (CONT'D)

Medical Condition	Current		Date/Note	Medical Condition	Current		Date/ Note
	Never	Past			Never	Past	
Acid reflux	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hypoglycemia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Anemia	<input type="checkbox"/>	<input type="checkbox"/>	_____	Immune system disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	_____	Insomnia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Atherosclerosis	<input type="checkbox"/>	<input type="checkbox"/>	_____	Ischemic heart disease <small>(reduced blood supply)</small>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____	Kidney Problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Autoimmune disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____	Liver disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bleeding easily	<input type="checkbox"/>	<input type="checkbox"/>	_____	Meniere's disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Blood pressure – High	<input type="checkbox"/>	<input type="checkbox"/>	_____	Mitral valve prolapsed	<input type="checkbox"/>	<input type="checkbox"/>	_____
Blood pressure – Low	<input type="checkbox"/>	<input type="checkbox"/>	_____	Mood disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bruising easily	<input type="checkbox"/>	<input type="checkbox"/>	_____	Multiple sclerosis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	_____	Muscular dystrophy	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemotherapy	<input type="checkbox"/>	<input type="checkbox"/>	_____	Nasal allergies	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chronic fatigue	<input type="checkbox"/>	<input type="checkbox"/>	_____	Neuralgia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chronic pain	<input type="checkbox"/>	<input type="checkbox"/>	_____	Osteoarthritis	<input type="checkbox"/>	<input type="checkbox"/>	_____
COPD	<input type="checkbox"/>	<input type="checkbox"/>	_____	Osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Coronary heart disease	<input type="checkbox"/>	<input type="checkbox"/>	_____	Parkinson's disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Current pregnancy	<input type="checkbox"/>	<input type="checkbox"/>	_____	Prior orthodontic treatment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Depression	<input type="checkbox"/>	<input type="checkbox"/>	_____	Psychiatric care	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____	Radiation treatment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Difficulty Sleeping	<input type="checkbox"/>	<input type="checkbox"/>	_____	Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dizziness	<input type="checkbox"/>	<input type="checkbox"/>	_____	Rheumatoid arthritis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emphysema	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sinus problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sleep apnea	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fibromyalgia	<input type="checkbox"/>	<input type="checkbox"/>	_____	Stroke	<input type="checkbox"/>	<input type="checkbox"/>	_____
Glaucoma	<input type="checkbox"/>	<input type="checkbox"/>	_____	Tendency for ear infections	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gout	<input type="checkbox"/>	<input type="checkbox"/>	_____	Thyroid disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart attack	<input type="checkbox"/>	<input type="checkbox"/>	_____	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart murmur	<input type="checkbox"/>	<input type="checkbox"/>	_____	Tumors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart pacemaker	<input type="checkbox"/>	<input type="checkbox"/>	_____	Urinary disorder	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart valve replacement	<input type="checkbox"/>	<input type="checkbox"/>	_____	Wisdom teeth extraction	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hemophilia	<input type="checkbox"/>	<input type="checkbox"/>	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
_____		<input type="checkbox"/>	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
_____		<input type="checkbox"/>	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
_____		<input type="checkbox"/>	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____
_____		<input type="checkbox"/>	_____		<input type="checkbox"/>	<input type="checkbox"/>	_____

SURGICAL OPERATIONS

- | | | | | |
|--------------------------------------|--|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Adenoids | <input type="checkbox"/> Heart | <input type="checkbox"/> Neck | <input type="checkbox"/> Appendectomy | <input type="checkbox"/> Hernia repair |
| <input type="checkbox"/> Periodontal | <input type="checkbox"/> Back | <input type="checkbox"/> Jaw joint | <input type="checkbox"/> Thyroid | <input type="checkbox"/> Ear |
| <input type="checkbox"/> Lung | <input type="checkbox"/> Tonsillectomy | <input type="checkbox"/> Gallbladder | <input type="checkbox"/> Nasal | <input type="checkbox"/> Uvulectomy (UPPP) |

Other _____

FAMILY HISTORY

Has any member of your family (parent, sibling, or grandparent) had:

- | | | | | |
|---|---|--|---|--|
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Stroke | <input type="checkbox"/> Father snores | <input type="checkbox"/> Heart disease | <input type="checkbox"/> Sleep disorder |
| <input type="checkbox"/> Mother snores | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Obesity | <input type="checkbox"/> Father has sleep apnea | <input type="checkbox"/> High blood pressure |
| <input type="checkbox"/> Thyroid disorder | <input type="checkbox"/> Mother has sleep apnea | | | |

Other _____

SOCIAL HISTORY

Patient's Occupation _____ Employer _____

Tobacco Use: Cigarettes: Never Smoked Current Smoker Quit
 # of pack per day _____ When did you quit? _____
 # of years _____

Other tobacco: Pipe Cigar Snuff Chew

Alcohol Use: Do you drink alcohol? Yes No If yes, # of drinks per week: _____

Caffeine Intake: None Coffee/Tea/Soda # of cups per day _____

Regular exercise: Yes No

HEAD, NECK AND FACIAL PAIN QUESTIONNAIRE

WHAT ARE THE CHIEF COMPLAINTS FOR WHICH YOU ARE SEEKING TREATMENT?

Please number your complaints with # 1 being the most severe, # 2 the next most severe, etc.

Number: # 1 = the most severe symptom, # 2 the next most severe, etc.

- | | | | |
|-----------------------|------------------------------|---------------------------|----------------------------|
| ___ Jaw pain | ___ Ringing in the ears | ___ Jaw clicking | ___ Dizziness |
| ___ Jaw locking | ___ Nocturnal teeth grinding | ___ Limited mouth opening | ___ Frequent Heavy Snoring |
| ___ Facial pain | ___ Pain when chewing | ___ Neck pain | ___ Fatigue |
| ___ Headaches | ___ Throat pain | ___ Migraines | ___ Tooth Pain |
| ___ Morning head pain | ___ Ear pain | Other _____ | |

SYMPTOMS

HEAD PAIN

L - Left, R - Right, B - Both

L	R	B	Entire head (Generalized)									
Severity			Frequency				Duration					
Mild Mod. Severe			Occas. Freq Constant				Sec Min Hrs Days Wks					
○ ○ ○			○ ○ ○ ○				○ ○ ○ ○ ○ ○					

L	R	B	Front of your head (Frontal)									
Severity			Frequency				Duration					
Mild Mod. Severe			Occas. Freq Constant				Sec Min Hrs Days Wks					
○ ○ ○			○ ○ ○ ○				○ ○ ○ ○ ○ ○					

L	R	B	In your temples (Temporal)									
Severity			Frequency				Duration					
Mild Mod. Severe			Occas. Freq Constant				Sec Min Hrs Days Wks					
○ ○ ○			○ ○ ○ ○				○ ○ ○ ○ ○ ○					

L	R	B	Top of the head (Parietal)									
Severity			Frequency				Duration					
Mild Mod. Severe			Occas. Freq Constant				Sec Min Hrs Days Wks					
○ ○ ○			○ ○ ○ ○				○ ○ ○ ○ ○ ○					

L	R	B	Back of your head (Occipital)									
Severity			Frequency				Duration					
Mild Mod. Severe			Occas. Freq Constant				Sec Min Hrs Days Wks					
○ ○ ○			○ ○ ○ ○				○ ○ ○ ○ ○ ○					

SYMPTOMS

Please mark with "x" all those that apply to you.

JAW PAIN

- L R B Jaw pain - on opening
- L R B Jaw pain - while chewing
- L R B Jaw pain – at rest

JAW SYMPTOMS

- L R B Jaw clicking
- L R B Jaw popping
- Jaw locks closed
- Jaw locks Open
- Teeth grinding
- Teeth clenching

MOUTH AND NOSE RELATED CONDITION

- Burning tongue
- Frequent biting of cheek
- Frequent snoring
- Past history of broken teeth
- Dry mouth

EAR RELATED CONDITIONS

- L R B Buzzing in the ears
- L R B Tinnitus (ringing in the ears)
- L R B Ear pain
- L R B Ear Congestion
- L R B Pain in front of the ear
- L R B Hearing loss
- L R B Pain behind the ear
- Recurrent ear infections

EYE RELATED CONDITIONS

- L R B Blurred vision
- Eye pain
- Pain or pressure behind the eyes

THROAT, NECK & BACK RELATED CONDITION

- Back pain – lower
- Back pain – middle
- Back pain – upper
- Chronic sore throat
- Constant feeling of a foreign object in throat
- Difficulty in swallowing
- Limited movement of neck
- Neck pain
- L R B Numbness in the hands or fingers
- Sciatica
- Scoliosis
- Shoulder pain
- Shoulder stiffness
- Swelling in the neck
- Swollen glands
- Thyroid enlargement
- Tightness in throat
- Tingling in hands or fingers
- Chronic sinusitis

Other _____

HISTORY OF SYMPTOMS

What do you believe is the cause of the pain or condition?

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> a motor vehicle accident | <input type="checkbox"/> a motorcycle accident | <input type="checkbox"/> a work related incident | <input type="checkbox"/> a playground incident |
| <input type="checkbox"/> an athletic endeavor | <input type="checkbox"/> a fight | <input type="checkbox"/> a fall | <input type="checkbox"/> an accident |
| <input type="checkbox"/> an illness | <input type="checkbox"/> an injury | <input type="checkbox"/> orthodontics | <input type="checkbox"/> dental procedures |
| <input type="checkbox"/> whiplash | <input type="checkbox"/> _____ | | |

When did the pain or condition first occur? _____

Is there anything that makes your pain or discomfort worse? _____

Is there anything that makes your pain or discomfort better? _____

What other information is important regarding the pain or condition? _____

HISTORY OF TREATMENT

Practitioner's Name	Specialty	Treatment	Approximate Date

HEAD PAIN HISTORY

Which side are the headaches worse?

- both sides the left side the right side

Headache spreads to

- the temple the back of the head the forehead top of the head

Other _____

SEVERITY ON A SCALE OF 0-10

0=No Pain; 10=Worst Pain Imaginable

_____ Jaw Pain on a 0-10 Pain Scale

_____ Neck Pain on a 0-10 Pain Scale

_____ Headaches on a 0-10 Pain Scale

_____ Facial Pain on a 0-10 Pain Scale

FREQUENCY

- occasional (0-3/mo) frequent (3-6/mo) constant

Other _____

DURATION

- Seconds Minutes Hours Days Weeks

When having pain do you experience:

- | | |
|---|---|
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Sensitivity to noise |
| <input type="checkbox"/> Double vision | <input type="checkbox"/> Throbbing |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Vomiting |
| <input type="checkbox"/> Nausea | <input type="checkbox"/> Burning |
| <input type="checkbox"/> Sensitivity to light (photophobia) | |

Other _____

I authorize the release of a full report of examination findings, diagnosis, treatment program etc., to any referring or treating dentist or physician. I additionally authorize the release of any medical information to insurance companies or for legal documentation to process claims. I understand that I am responsible for all charges for treatment to me regardless of insurance coverage.

Patient Signature: _____ Date: ____/____/____

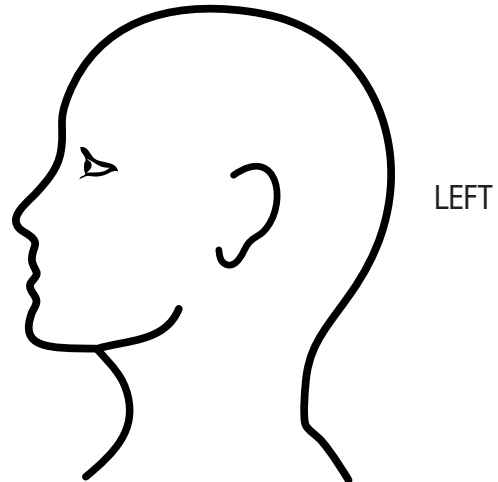
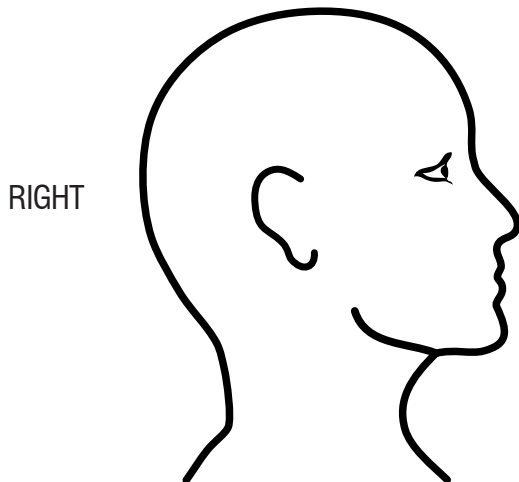
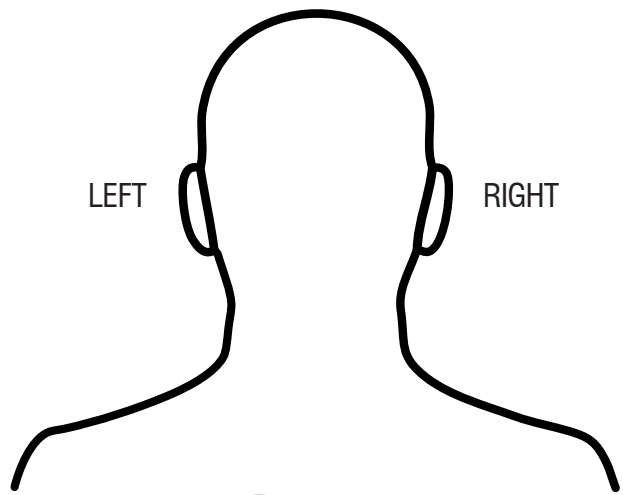
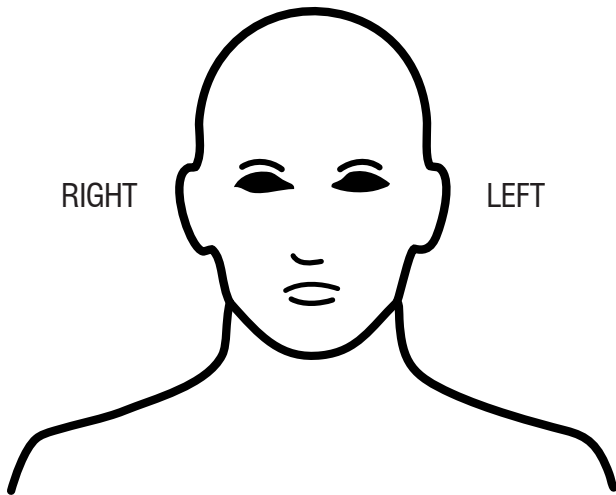
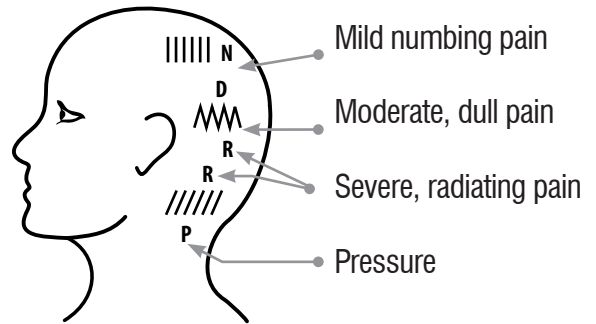
I certify that the medical history information is complete and accurate

Patient Signature: _____ Date: ____/____/____

DRAW YOUR PAIN PATTERNS FOLLOWING THIS KEY

Using this key below and as shown in example, please draw your pain patterns, in the diagram below.

MILD PAIN		B Burning
		D Dull
		N Numbing
MODERATE PAIN	∩∩∩	P Pressure
		S Sharp
		T Tingling
SEVERE PAIN	//////	R Radiating



EPWORTH SLEEPINESS SCALE (ESS)

How likely are you to doze off or fall asleep in the following situations, in contrast to feeling just tired? This refers to your usual way of life in recent times. Even if you have not done some of these things recently, try to work out how they would have affected you. Use the following scale to choose the most appropriate number for each situation:

- | | |
|-------------------------------|-----------------------------|
| 0 = would never doze | 1 = slight chance of dozing |
| 2 = moderate chance of dozing | 3 = high chance of dozing |

Total: _____

SITUATION	0	1	2	3
Sitting and reading				
Watching TV				
Sitting inactive in a public place (theatre, meeting)				
As a passenger in a car for an hour without a break				
Lying down to rest in the afternoon when circumstances permit				
Sitting and talking to someone				
Sitting quietly after lunch without alcohol				
In a car, while stopped for a few minutes in the traffic				

Screening Tool for Sleep Apnea - Developed by David White, M.D., Harvard Medical School, Boston, MA

1. Snoring

a). Do you snore on most nights (> 3 nights per week)?

Yes (2) No (0)

b). Is your snoring loud? Can it be heard through a door or wall?

Yes (2) No (0)

2. Has it ever been reported to you that you stop breathing or gasp during sleep?

Never (0) Occasionally (3) Frequently (5)

3. What is your collar size?

Male: Less than 17 inches (0) more than 17 inches (5)

Female: Less than 16 inches (0) more than 16 inches (5)

4. Do you occasionally fall asleep during the day when:

a). You are busy or active?

Yes (2) No (0)

b). You are driving or stopped at a light?

Yes (2) No (0)

5) Have you had or are you being treated for high blood pressure?

Yes (1) No (0)

Total: _____

Score: **9 points or more** – refer to sleep specialist or order sleep study

6-8 points – gray area use clinical judgement

5 points or less – low probability of sleep apnea



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INSURANCE POLICY

The Craniofacial Pain Center of Georgia does not file or accept assignment from medical insurance companies, due to many reasons such as: inconsistencies in benefit information, extreme delays in payment, multiple denials of a claim for no legitimate reasons, do not pay directly to our office since we are not a network provider.

We need to inform you that you are entering into a relationship with the doctor in which the doctor agrees to treat the patient and the patient agrees to pay the doctor's fees for that treatment. The insurance company has NO relationship with the doctor.

As a courtesy to you, we will prepare two copies of a paid invoice form and any supporting documentation that we feel the insurance company may need for each visit with us for which there is a charge. Always keep one copy for your records.

Any additional information needed to process your claims will be provided upon request from the insurance company.

We suggest to all patients that they contact their insurance company to find out their TMJ/Apnea benefits, policies and limitations. Remember, insurance companies give estimates and benefits over the phone, however they are ONLY estimates and are not always accurate or a guarantee of reimbursement.

FINANCIAL POLICY

Fees are paid as services are rendered. We accept all major credit cards, VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS and or CASH.

Payment plans for the estimated treatment may be made with Care Credit Services upon prior approval of your credit application. Several payment options, (with and without interest) are offered.

I will pay for services rendered on the date of service. I acknowledge that I have read this form and that I fully understand its contents that I have been given ample opportunity to ask questions and that all questions have been answered satisfactorily.

THIS IS NOT A CONTRACT NOR AN AGREEMENT TO SEEK TREATMENT

Signature of patient: _____ Date: ____/____/____
(Parent or guardian)

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CRANIOFACIAL PAIN CENTER OF GEORGIA, P.C.
Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

Our Legal Duty

We are required by applicable federal and state law to maintain the privacy of your protected health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your protected health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 01/01/2013, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and provide the new Notice at our practice location, and we will distribute it upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this notice.

Your Authorization: In addition to our use of your health information for the following purposes, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

Uses and Disclosures of Health Information

We use and disclose health information about you without authorization for the following purposes.

Treatment: We may use or disclose your health information for your treatment. For example, we may disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you. For example, we may send claims to your dental health plan containing certain health information.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. For example, healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

To You Or Your Personal Representative: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to your personal representative, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your absence or incapacity or in emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, xrays, or other similar forms of health information.

Disaster Relief: We may use or disclose your health information to assist in disaster relief efforts.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Public Health and Public Benefit: We may use or disclose your health information to report abuse, neglect, or domestic violence; to report disease, injury, and vital statistics; to report certain information to the Food and Drug Administration (FDA); to alert someone who



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may be at risk of contracting or spreading a disease; for health oversight activities; for certain judicial and administrative proceedings; for certain law enforcement purposes; to avert a serious threat to health or safety; and to comply with workers' compensation or similar programs.

Decedents: We may disclose health information about a decedent as authorized or required by law.

National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody the protected health information of an inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

Patient Rights

Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. We will charge you a reasonable cost-based fee for the cost of supplies and labor of copying. If you request copies, we will charge you \$0.25 for each page, \$ 30 per hour for staff time to copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes other than treatment, payment, healthcare operations, and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

Restriction: You have the right to request that we place additional restrictions on our use or disclosure of your health information. In most cases we are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in certain circumstances where disclosure is required or permitted, such as an emergency, for public health activities, or when disclosure is required by law). We must comply with a request to restrict the disclosure of protected health information to a health plan for purposes of carrying out payment or health care operations (as defined by HIPAA) if the protected health information pertains solely to a health care item or service for which we have been paid out of pocket in full.

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or at alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled under the alternative means or location you request.

Amendment: You have the right to request that we amend your health information. Your request must be in writing, and it must explain why the information should be amended. We may deny your request under certain circumstances.

Electronic Notice: You may receive a paper copy of this notice upon request, even if you have agreed to receive this notice electronically on our Web site or by electronic mail (e-mail).

Questions and Complaints

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request. We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Officer: Mayoor Patel, D.D.S., M.S.

E-mail: office@cpcgeorgia.com

Telephone: 678 899 6076

Address: 200 Ashford Center North, Suite 195. Atlanta, GA 30338

Fax: 678 899 6075

HEADACHES ■ FACIAL PAIN ■ NECK PAIN ■ TMJ DISORDERS ■ SLEEP APNEA

Acknowledgement of Receipt of Notice of Privacy Practices

CRANIOFACIAL PAIN CENTER OF GEORGIA, P.C.
 Acknowledgement of Receipt of
 Notice of Privacy Practices

*** You May Refuse to Sign This Acknowledgment***

I, _____, have received a copy of this office's Notice of Privacy Practices.

Print Name _____

Signature _____ Date _____

AUTHORIZATION FORM FOR RELEASE OF PROTECTED HEALTH INFORMATION

I hereby authorize the use and disclosure of individually identifiable medical/dental health information relating to me as described below. I understand that information disclosed pursuant to this authorization may be subject to redisclosure by the recipient and may no longer be protected by HIPAA Privacy regulations.

Specific Description of Information to Be Used or Disclosed: Medical and Dental health history, Clinical & Imaging study Findings, Treatment plan, Progress report and Completion of treatment.

Purpose for Disclosure: To keep your health care provides informed of your treatment.

I authorize the following person(s) to make the requested use or disclosure of the above health information: Doctor and Staff at Craniofacial Pain Center of Georgia P.C.

Person(s) Receiving My Authorized Information Include (Fill in names):

Medical Doctor: _____ Dentist: _____

Referring Doctor: _____ Insurance Company: _____

Other: _____

I understand that I may revoke this authorization at any time by notifying Craniofacial Pain Center of Georgia, P.C. in writing. If I choose to do so, my revocation will not affect any actions taken by Craniofacial Pain Center of Georgia, P.C. before receiving my revocation.

I understand that I may refuse to sign this authorization; and that my refusal to sign in no way affects my treatment, payment, enrollment in a health plan, or eligibility for benefits.

This Authorization Expires on Continue Indefinitely Effective Only Until _____ (date).

Signature of Patient or Patient's Personal Representative

_____ Date _____

If Personal Representative: Print Name _____

Signature _____ Relationship to Patient _____

For office use only: Copy of signed authorization provided to the individual: Date: _____ Initials _____.